ROBBINS LIBRARY ARLINGTON MASSACHUSETTS
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Friends of the Library Update – December 9, 2008

Genealogy Program – Walter Hickey of the National Archives and Records Administration in Waltham spoke on November 18th. His very interesting program was attended by about seventy people. Genealogy is always an interesting topic here and Walter is a knowledgeable and engaging presenter.

Wine Tasting Event – Approximately 20 people attended the wine tasting event at Menotomy Beer and Wine last Tuesday, December 4th. It was a very interesting evening. Five percent of the cost of all purchases will be given to the Friends. In addition, for the next year, anyone signing up for the MB&W wine club will see 5% of their purchases donated to the Friends.

January program – There is potential for a January program about herbal medicine. Terry Barry is working out possible dates and details.

Volunteer Appreciation Party –An event is being planned for Sunday evening, February 15th. A committee has been working on themes, music, food, gifts, etc. A theme being considered is "Hats off to You". Friends are excited about finally recognizing our volunteers in a more formal and festive way. On the advice of Maryellen, invitations will go out from the Friends, Trustees and Staff.

March program – Home/life organization program – still to be firmed up

April –Membership month. Current membership total is 438. The annual meeting will be held, with a performer to be determined.

Antiques Appraisal Program – Tuesday, May 19th, with Stuart Whitehurst of Skinner

Friends of the Library Status Report – August 12, 2008

Sunday campaign – Very successful. John Gearin is going to write personal letters to friends and acquaintances that were not targeted in the initial solicitation and encouraged other Friends Board members to do the same. He will hand sign thank-you letters to donors.

Ongoing book sale – A responsible volunteer(s) is still being sought to take over from Margarida Mapletoft who will give birth in September. The Board discussed offering a small stipend as an encouragement.

Town Day book sale - Plans are underway for the September 20th book sale. We will begin accepting donations on Tuesday, September 2nd. There will be several sorting sessions during the weeks leading up to the sale, including several hours on Saturday, Sept. 13th, possibly with members of the Teen Advisory Group. Amy McElroy is coordinating with Liza Halley. A new idea this year is to have an "after Town Day book sale" on the Monday and possibly Tuesday after the sale. Leftover books would be sold at discounted prices after the "good" ones were set aside for the ongoing sale. This could happen only if there are enough volunteers to staff it, but the thought is that Friends will be here to organize and box books anyway, so why not take advantage and sell some as well. They don't want to publicize this prior to Town Day in case people forego the full price sale for this one. This will be a test to see if it is a viable idea.

Program Schedule –The programming committee met and has been working on a schedule of programs for the upcoming fiscal year. Some have firm dates, others are tentative. Nov. 8th – Immigrant Songs (in conjunction with the Russell Fund and the Community Read)
November 18th (Tuesday) – genealogy program with Walter Hickey of the National Archives
December 2nd – Wine club at Menotomy Liquors
January – (possibly) – Historic interpreter re: the Bread and Roses strike
February – (possibly) – Quilt program
March – Children's/YA book sale
April – annual meeting with program (possibly program on organizing your life)
Mary – Antiques appraisal evening – Skinner
June – Program on buying/using a digital camera

Books in Bloom program – possible collaboration with the Arlington Garden Club

New Museum passes – The Friends have added the Garden in the Woods in Framingham and the Aquarium to their museum pass memberships.

Requests for Friends funding – At their meeting last week, the Friends Board voted to approve $52,000 in funding to accommodate requests from staff. This is in addition to ongoing expenses such as coordinator labor, postage, stationery, newsletter, holiday flowers and museum pass memberships.

From: Katharine Fennelly <kathy@fennellys.com>
To: Maryellen Loud <mloud@town.arlington.ma.us>, Joyce Radochia <jradochia@sfcinc.org>
Date: 06/12/2008 11:44 AM
Subject: FW: Update

Maryellen, please include in correspondence for our next meeting.
------ Forwarded Message

> **From:** Geraldine Tremblay <DRGT88@aol.com>
> **Date:** Thu, 12 Jun 2008 11:36:41 EDT
> **To:** Katharine Fennelly <kathy@fennellys.com>
> **Subject:** Re: Update
>
> Hi Kathy: Thank you for this update. Of course, this is a decision that needs lots of consideration & the library has more that they want to offer with less money, like the schools; we know that story!
>
> Since there are no Dallin paintings for sale right now (as "Invocation to the Rising Sun" seems to have gone into a private collection), the Board's decision would be for a future purchase. For example, if a Dallin relative wanted Arlington to have a painting, but that family member needed to sell not donate it. My hope was that then Arlington would have another CE Dallin oil (not gone to the Springville Museum in Utah (they are competitive & rich by our standards) or a historical society out of town), & the Robbins Library could use its Art/Print fund for the 'education' of the Town of Arlington residents in regard to one of its famous 'sons!' The small CE Dallin oils could sell for $1500, ultimately 'a steal!'
>
> I am sure you & the Board will make the best decision possible for the Robbins Library.
>
> You too have a fun and safe summer. Geri
>
> **************
> Vote for your city's best dining and nightlife. City's Best 2008.
> (http://citysbest.aol.com?ncid=aolacg00050000000102)

------ End of Forwarded Message

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Boston Public Library

https://archive.org/details/recordsofboardof2005robb

Cindy Diminture

Date sent:	**Wed, 03 Jan 2007 13:28:59 -0500**
From:	**frank murphy <fmurf@rcn.com>**
To:	**Cindy Diminture <cdiminture@town.arlington.ma.us>**
Copies to:	**Maryellen Remmert-Loud <mloud@town.arlington.ma.us>**
Subject:	**Minutes**

Perhaps something like this in the minutes:

"A prior Trustee discussion deemed it would be desirable to explore a Trustee Roundtable meeting at Robbins, hosting a to-be-determined number of Library Trustees from the immediate surrounding municipalities to Arlington. The Massachusetts Library Trustee Association (MLTA) has been urging towns to consider conducting such meetings to enable better information exchange. Frank Murphy suggested that one timely topic for such a Roundtable this Spring might be State Aid for Libraries, which is being reviewed for likely change by a special working group."

I don't know if you recorded any further action. If Maryellen agrees, you could add a sentence to the effect that I volunteered to work with the Director to work out more particulars for Trustee consideration. That way Maryellen and I can see what makes the most sense, and, by the February meeting it should be clear if the state aid group will have anything by late spring to discuss....

Frank

Robbins Library Board of Trustees
December 9, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Heather Calvin.

Approval of Minutes

The minutes of the November 17th meeting were approved as written on a motion by Mr. Murphy; seconded by Ms. Gandek-Tighe.

Communications

A reply was received from Board of Selectmen Administrator Marie Krepelka to a trustee question regarding the naming of an award in honor of Margaret Spengler.

Director's Report

The Board reviewed the written report of the director for November. Mr. Murphy asked for clarification re: the signage project budget. Ms. Loud updated the Board on the status of the waterproofing odor in the Community Room. The contractor will attempt to heat and ventilate the room in order to dissipate vapors. Ms. Fennelly asked about the status of an upgrade to some lighting areas. Ms. Loud responded that Mark Miano is investigating solutions.

FY2010 Budget Update

Ms. Loud distributed a list of items for possible budget reductions, as instructed by the Town Manager. She also discussed possible ramifications from the upcoming vacancy in the Assistant Director's position. Friends of the Library and the Board of trustees may need to exercise more autonomy regarding fundraising and other activities. Ms. Radochia suggested hiring a recording secretary to take meeting minutes. The Manager's budget will be sent to the Finance Committee in January, with the potential for a revised budget later.

Fundraising

Ms. Gandek-Tighe completed the fundraising solicitation letter and will email the final version. The letter will be mailed within a week. Ms. Loud advised the Board that, due to staff shortages, outside help might be needed to process the donor receipts. Trustees asked for a proposal of hours/salary to accomplish this. Ms. Fennelly expressed concern about a challenging economic climate in which to conduct a fundraising appeal.

Long Range Planning Process

Ms. Loud discussed the possibility of hiring a facilitator for this process. During the last planning process five years ago, the Metrowest regional administrator facilitated the focus groups, at no fee. Ms. Loud has contacted the Board of Library Commissioners for a list of consultants. Ms. Gandek-Tighe asked about how the process typically works. She suggested the possibility of involving different constituent groups, with the possibility of making connections as well as gaining feedback for the plan. Ms. Loud will be seeking an allocation from trust funds to accomplish the plan. A fundraising strategic plan will be incorporated in the general plan. A final plan will be due in October. Mr. Murphy raised the possibility of a separate Board or subcommittee meeting to discuss the long range planning process.

Friends of the Library Update

Ms. Diminture updated the Board on the status of Friends of the Library activities. A genealogy program in November with speaker Walter Hickey of the National Archives was well attended and received. Approximately twenty people attended the lively and informative wine tasting event in December at Menotomy Beer and Wine. For the next year, 5 % of all sales from the Friends' wine club will be given to the Friends of the Library. Upcoming Friends programs include one on herbs and another on home/life organization. The first ever volunteer appreciation event will be held on Saturday, February 8th. April brings Membership month and the annual meeting with a performer to be determined. In May, the Friends will again welcome Stuart Whitehurst of Skinner, Inc. to appraise treasures.

Fundraising

Ms. Condak-Tighe completed the fundraising solicitation letter and will e-mail the final version. The letter will be mailed within a week. Ms. Lund advised the Board that, due to staff shortages, outside help might be needed to process the donor receipts. Trustees asked for a proposal of outsourcing to accomplish this. Ms. Fennelly expressed concern about a challenging economic climate in which to conduct a fundraising appeal.

Long Range Planning Process

Ms. Lund discussed the possibility of hiring a facilitator for this process. During the last planning process five years ago, the Metrowest regional administrator facilitated the focus groups, at no fee. Ms. Lund has contacted the Board of Library Commissioners for a list of consultants. Ms. Condak-Tighe talked about how the process typically works. She suggested the possibility of involving different constituent groups, with the possibility of making connections as well as gaining feedback for the plan. Ms. Lund will be seeking an allocation from trust funds to accomplish the plan. A fundraising strategic plan will be incorporated in the general plan. A final plan will be due in October. Mr. Murphy raised the possibility of a separate Board or subcommittee meeting to discuss the long range planning process.

Friends of the Library Update

Ms. Dinsmore updated the Board on the status of Friends of the Library activities. A genealogy program in November with speaker Walter Hickey of the National Archives was well attended and received. Approximately twenty people attended the lively and informative wine tasting event in December at Menotomy Beer and Wine. For the next year, 5% of sales from the Friends wine club will be given to the Friends of the Library. Upcoming Friends programs include one on herbs and another on the end-of-life conversation. The first ever volunteer appreciation event will be held on Saturday, February 6th. April will be Membership month and the annual meeting with a performer to be determined. In May, the Friends will again welcome Stuart Whitehurst of Skinner, Inc. to appraise treasures.

Author Program

Ms. Loud said that she is re-thinking the promotional efforts for these programs. After polling attendees at the last two, she has found that most people did not hear about them from the mailed flyer. Other sources were: flyers in the library, the Arlington list and the library and town web sites. The Board is now without an author program sub-committee chair as Ms. Deal chose not to accept reappointment as a trustee. Ms. Loud asked if the Board wanted to plan a spring program. The consensus was to forego the program for this year and for Ms. Loud to coordinate the Local Authors program.

Margaret Spengler Memorial Committee Update

Ms. Radochia updated the Board of the work of the committee. The committee, which was established by a vote of Town Meeting, has held two meetings. A proposal to rename Library Way as Margaret Spengler Way is still under consideration. Other ideas are also being studied. When consensus is reached, the committee will bring a proposal to the Selectmen.

Other

Mr. Murphy made inquiries at the MA Board of Library Commissioners regarding the question of foundation trustees. He suggests obtaining legal advice regarding the make-up of the foundation board of directors.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will take place on January 13, 2009 at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - December 9, 2008

- Call to order - The meeting was called to order at 7:20 PM. attending were trustees Katharine Fennelly, Kathryn-Gandek-Tighe, Franck Murphy, Joyce Radochia and Barbara Muldoon. Also attending were director Mary-ellen Lord, assistant director Cynthia Ulminture and guest Heather Calvino.

- approval of minutes - The minutes of the November 17th meeting were approved as written on a motion by Mr. Murphey; seconded by Ms. Gandel-Tighe.

- Communications
  ① award named for Peg Spengler (Selectmen request) They were to send this request along to the memorial committee, but Marie Kropelka says that this has not yet occurred.

- Director's report - The Board reviewed the written report of the director for November 2008.

Mr. Murphy asked for Clarification re: the signage project / budget. Ms. Lord updated the Board on the Status of the Community Room odor. Waterproofing Chemicals used on the outside of the building permeated the room, making it temporarily unusable. The Contractors will bring heaters tomorrow to try to dry out the room. Ms. Fennelly asked about the Status of the lighting upgrade. Ms. Lord responded that Mark Miano is investigating.

blue book call?

- FY10 Budget update - Ms. Lord discussed the upcoming vacancy in Ass't. Director's position. She gave the trustees a possible reduced budget, with a total of 10% reductions ($197,950). A Combination of Cuts is being considered including: materials, Closing Children's Room on Thurs eve., reduction of hours for Children's librarians, reduction in page budget. There would be

an offset from revenues from the thrift shop at Fox Branch. A projected $55,000 would cover the positions of Senior Library Assistant, Library Assistant, page + 6 hrs. of a Childrens Librarians salary.

The Town Manager will initially submit a level-funded budget to the Finance Committee, with the knowledge that revised budgets will be submitted (with some reductions to be determined)

Much discussion ensued about the various reduction options. Ms. Muldoon asked about Fox funding:

$88,000 library budget {
① 70,000 personnel ↙
② 18,000 books
③ 30,000 utilities/building repair - public works budget

④ Capital expenses - not library

Ms. Loud discussed the duties of the Assistant Director and whether

some will have to be curtailed. Friends and Trustees may have to become more autonomous about fundraising and other activities.

- Fundraising - Ms. Gandeh-Tighe will email a final version of the solicitation letter. Ms. Lord advised the Board that outside help might be needed to process donor receipts. A suggestion was made to offer extra hours to the Friends' coordinator to work on this project. The Trustees asked for a proposal of hours/salary to accomplish this.

Ms. Fennelly expressed concern about fundraising in a difficult economic climate.

Ms. Radochia suggested hiring a recording secretary for the Board

- Long-range planning process - Ms. Lord discussed the possibilities of hiring a facilitator

for this process. During the last planning process, the Regional Administration at Metrowest facilitated our focus groups, free of charge. Ms. Lord will call the Board of Library Commissioners for a recommended list of Consultants. Ms. Gandek-Tighe asked about how the process works. Ms. Lord was asked to describe what we expect to gain from the process and then decide how much money from Trust funds should be allocated for the process. Ms. G.-T suggested the possibility of involving constituent groups and getting a buy-in from them. This can be helpful for fundraising as well. The hope will also be to better integrate the Trustees, Friends and other community groups/members. Ms. Gandek-Tighe hopes for a "global plan" for community connections, fundraising, etc. The final plan will be due

Community Connections

in approximately nine months. Concern was expressed about paying for a consultant during difficult economic times. Ms. Loud would like to tailor her consultant search based on funding. Mr. Murphy suggested the possibility of a separate trustee meeting to discuss the planning process.

- Friends of the Library update - Ms. ~~Loud~~ Leimkuhler updated the Board on the work of the Friends of the Library.

- Author program - Ms. Loud is re-thinking promotional efforts for the programs. After polling attendees at the last 2 author programs, she has found that most people did not hear about it from the mailed flyer. Sources were: town's web site/ library web site/ Arlington list. Ms. Neal was the author program Chair. Ms. Loud asked whether the Board wanted to have a spring Author program. The Consensus is

to forgoe the program this year.

- Margaret Spengler Memorial Committee update - Ms. Radochia updated the Board on the work of the Committee. The Committee was established by a vote of Town Meeting. It has met twice. One idea to rename Library Way as Margaret Spengler Way is agreeable to the Town Manager. When a specific proposal is reached, the Committee will go to the Selectmen with it.

- Other - Mr. Murphy followed up on the "foundation" question. There are a # of library foundations, many of whom have library trustees as foundation trustees. He suggests obtaining legal advice regarding the make-up of the foundation Board of Directors. One alternative would be to resolve the foundation and then start

again with different directors.

- adjournment - the meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will take place on January 13th (2009) at 7:15 PM.

Robbins Library Board of Trustees
November 17, 2008

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Heather Calvin.

Communications

1. Assistant Director Cynthia Diminture announced that she will be resigning her position to become the Director of the Newburyport Public Library, effective January 2009. 2. Ms. Loud announced receipt of an unrestricted bequest in the amount of $141,000 from the estate of Frederick Thompson. Mr. Thompson's mother, Maude, was a library trustee. 3. Town Counsel Juliana Rice sent a memo in response to a request for clarification regarding permissible uses for the Robbins Print and Robbins Art funds. Ms. Fennelly suggested that the trustees thoroughly review the memo and then revisit the issue at a future meeting. The possibility was raised of asking an art expert to review the memo.

Approval of Minutes

The minutes of the October 14th meeting were approved as written on a motion by Ms. Radochia; seconded by Mr. Murphy. Passed unanimously.

Meeting with Town Treasurer

This was postponed.

Director's Report

The trustees reviewed the written report of the director for October 2008. Ms. Loud was asked to clarify problems with the humidifier in the Local History room.

Gala Update

Unfortunately, the library gala had to be cancelled due to low ticket sales. The Board still has to cover some expenses. Letters were sent to all of the ticket holders. Possibly, such an event will be held at a future date.

Update on the FY09 Budget

Ms. Loud told the trustees that ten hours of the vacant fourteen-hour adult services position have been frozen. Four hours may be filled to insure Thursday evening reference desk coverage. All non-essential spending has been frozen.

Fundraising

Discussion took place about future fundraising efforts. Concern was expressed about the annual solicitation following so closely the Sunday solicitation and the fundraising gala invitation. Questions were also raised about the status of the library foundation. The consensus of the Board was to file the necessary documents regarding the foundation for another year and then determine how to proceed. Ms. Loud believes that the foundation, the Friends of the Library, trust funds and other fundraising efforts should all be included in the next edition of the long-range plan for library services. A sub-committee of the Board will work on these issues. Mr. Murphy will consult the MA Board of Library commissioners for advice. The annual fundraising solicitation will be mailed at the end of November.

Update on the FY10 Budget Request/Warrant Article

Ms. Loud has been asked to prepare a budget with a 10% reduction. She had already been asked to prepare a 5% reduced budget. A warrant article will be prepared asking Town Meeting to create a revolving fund for the library for money collected from the public copiers/PC printer. The revenues will be used to offset costs for consumables (paper and toner).

Signage

The proposal for the signage project came in over budget due to the inclusion of projecting stack signs for the non-fiction collections. Ms. Loud asked Sunshine Signs to remove this item from the quote. An alternative to these will be explored. The revised proposal of $26,000 is within the amount of money previously approved for this project, $35,000. Ms. Loud will work with the sign company to finalize the figures and schedule production and installation.

Author Program

Novelist Jennifer Haigh will speak at the library on Monday, December 1st, by arrangement with Haley Booksellers. Her newest book is “The Condition”. The program will take place in the Community Room and books will be available for signing and purchase.

Long-Range Planning Process

An update to the library's long-range plan for FY10 will be submitted to the MA Board of Library Commissioners by December 1st. In January, the process will begin to create a new plan for FY2011-2013. A facilitator may be hired to guide the process. The document would be written during the summer, approved by the Board in September and then submitted by October.

Outline of Annual Report

Ms. Loud distributed a template for the library's report to be included in the town's annual report. The Board affirmed the layout.

Other

Ms. Radochia updated the Board regarding the work of the Margaret Spengler Memorial Recognition committee. A meeting was held recently. Ms. Radochia is serving as the liaison from the Board and as the committee's recording secretary. Some suggestions for recognition were discussed, including a boulder with a name plaque or a name change from Library Way to Margaret Spengler Way. The committee chair, Donald Marquis, will consult with the Town Manager about these possibilities. When ideas are firmed up, the committee will consult with the Board of Selectmen. Ms. Radochia will continue to update the Board on the status of this project.

Adjournment

The meeting was adjourned at 8:45 PM on a motion by Mr. Murphy. The trustees enjoyed refreshments in honor of Ms. Deal who participated in her final meeting after declining reappointment as a trustee. The members of the board thanked her for her many years of dedicated service. The next meeting will take place on December 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - November 17, 2008

- Call to order - The meeting was called to order at 7:15 PM. Attending were Trustees Patricia Neal, Joyce Radochia, Frank Murphy, Katharine Tennelly, Kathryn Gander-Tighe, Barbara Muldoon.

- Communications:

① Cindy - Announcement of new job

② Frederick Thompson - $141,000 bequest in He is the son of ~~memory of his mother~~, (Maude Thompson, a former trustee. (unrestricted)

[Heather Calvin was introduced]

③ Juliana Rice - Clarification of 2 art trusts was requested. Her memo answers the permissible uses for the Robbins Library Art Fund and Robbins Library Print Fund. Ms. Tennelly suggests that the Trustees thoroughly re-view the memo and then revisit the issue. The possibility of asking an art expert to

review the memo was raised. Ms. Neal suggested that maybe a lawyer is needed as well.

- approval of minutes of Oct. 14th - Ms. RadoChia made a motion to approve the minutes as written; seconded by Mr. Murphy. Passed.

- Meeting with Town Treasurer - this was postponed.

- Director's report - Trustees reviewed the written report of the director for Oct. 2008. Questions were asked about problems with humidifier in the Local History Room.

- Gala Update - Unfortunately, the fund raising gala had to be cancelled due to low ticket sales. There were some expenses to be covered. Letters were sent to all of the people who had purchased tickets. The possibility will be addressed again.

- Update on FY09 Budget - Ms. Loud said that the 14 of the hr. adult serv. librarian position has been frozen. Four hrs. have been approved to cover the Ref. desk. Non-essential spending is frozen.

Fund-raising to be included in the LRP

Fundraising - Discussion took place about future fundraising efforts. Should there be concern about the annual solicitation coming so closely on the heels of the Sunday solicitation and the gala invitation. The question of the Foundation was also raised. The Consensus was to keep the filing for the foundation for another year and then determine how to proceed. The Trust funds, fund-raising efforts, Friends and Foundation would all be rolled into the long-range strategic plan. A sub-Committee will work on these issues. Mr. Murphy will consult the MA Board of Library Commissioners for advice. The fundraising solicitation will go out in November.

Foundation Board - what to do?

- Update of FY10 Budget request - Ms. Lord has been asked to prepare a budget with a 10% budget reduction ($197,000). She had already been asked to prepare a 5% reduced budget. [There is a possibility that the A.D. job would stay unfilled]

197,000

- Warrant article - to create a revolving fund to take in money from public printers/photo copiers. Ms. Lord said that this had missed the warrant for last year. This fund will take in the money to be used for paper + toner.

- Signage - signage proposal came in over budget due to the inclusion of projecting stack signs. Without this, the proposal is for approx. $26,000. The trustees had previously approved an allocation of $35,000. Ms. Lord will work w/ Sunshine Signs to finalize a quote and

schedule production and installation.

- Author program - Dec. 7 - Jennifer Haigh, will speak. Her newest book is the novel ______. Dick Hailey book sellers arranged this.

- Long Range Planning Process - 3 yr. 2011-2013 is needed. An update for FY10 will be submitted by Dec. 1ST. (prior to the next process) Ms. Loud may want to again hire a facilitator. January - begin process. The document would be written over the summer, approved by the Trustees in September and then the plan submitted by October.

- Outline of annual report - Ms. Loud distributed the template for the report included in the town's annual report.

- Other - Ms. Radochia updated

The Board re: the Spengler Memorial Recognition Committee. A meeting was held recently. Ms. Radochia is serving as the Recording Secretary, one suggestion is to seek a name change from Library Way to Margaret Spengler Way. Another suggestion is a boulder with a plaque. The Chairman, Mr. Margolis, will speak to Brian Sullivan about possibilities. When an idea is fleshed out, the Committee will consult the Selectmen. Ms. Radochia will continue to update the Board,

- adjournment - the meeting was adjourned at 8:45 on a motion by Mr. Murphy. The next meeting will take place on December 9th.

Refreshments were served in honor of Ms. Deal, who is completing her service as a library trustee.

Robbins Library Board of Trustees
October 14, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. Kathryn Gandek-Tighe was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. Town Treasurer Stephen Gilligan attended as a guest of the Board.

Approval of Minutes

The minutes of the September 9th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

A note was received from Geri Tremblay requesting a loan of the library's Vittoria Dallin portrait to be used in an upcoming exhibit at the Dallin Museum entitled "The Dallins in Arlington Heights". Ms. Radochia made a motion; seconded by Ms. Deal, to allow the loan, with dates to be defined. Passed unanimously.

Visit from Stephen Gilligan, Town Treasurer

Mr. Gilligan attended the meeting for a discussion about town and library trust funds. He distributed detail sheets of each fund's performance for June, July and August. He also talked about the RFP (or possibly RFI) that the town will be issuing. The town will be seeking: 1.An investment advisor (consultant) 2.An investment manager 3.A custodian of funds. Respondents may apply for one or more of the positions. Three finalists for each will be asked to give a presentation. Mr. Gilligan would like representatives from all three of the town's trust commissions (including the Board of Library Trustees) to review the responses. Mr. Murphy asked what is happening with asset allocation, in light of the current vacancy in the custodian's position. Mr. Gilligan responded that the previous custodian, State Street Global Advisors, already put asset allocations in place. Mr. Gilligan would like to visit the November meeting for a further discussion of trust funds.

Director's Report

Ms. Loud gave a verbal report for the month of September. Among items worked on by staff and administration: Capital budget requests were submitted, the ICMA

project was completed on deadline, new photocopiers and vend printing were installed, Sunday scheduling was completed and many potential Sunday moonlighters were interviewed (Reference Librarians and Library Assistants), Emily Canniff was hired as the new YA librarian, the signage project progressed, a Sunday donor reception was planned and carried out, the fall newsletter was created and distributed and Ms. Loud and Ms. Fennelly met with Heather Calvin about fundraising and development activities.

FY2010 Budget

Ms. Loud distributed the proposed expense budget for FY2010 that she submitted to the Town Manager. No new services were included. The possibility of budget reductions was discussed.

Request for Funding from Robbins Art Fund

Nancy Gentile submitted a request for funds for work on the Robbins Print Collection. Ms. Muldoon made a motion; seconded by Mr. Murphy, to approve funding in the amount of $1,521.25. Passed unanimously.

Request for Tri-Commission Meeting and Review of Trust Fund Expenditure Policy

The Board discussed the final draft of the proposed policy statement. This policy would apply to three commissions: The Board of Trust Fund Commissioners, The Board of Cemetery Commissioners and the Board of Library Trustees. After trustees have had a chance to review this, a vote on the policy will be taken at the next meeting. Representatives of all groups will attend a combined meeting in October.

Fundraising

Ms. Gandek-Tighe had sent a draft of a letter for this year's annual fundraising appeal. In her absence, Board members reviewed the draft and suggested some changes. The final version of the letter will be mailed in November.

November Fundraising Gala

Ms. Fennelly passed out a possible guest list for the trustees to review and revise. Invitations will be mailed within the week.

Signage

Ms. Loud showed the Board the most recent signage design package. Sunshine Signs is working on final estimates. Mr. Murphy made a motion; seconded by Ms. Radochia, to allocate a sum not to exceed $35,000 for the sign fabrication. Passed unanimously.

Author Program

Linda Barnes never confirmed a date for November, so that program will not take place. Ms. Deal suggested trying to schedule Hank Phillippi Ryan for an upcoming program. Ms. Loud will contact Haley Booksellers about this possibility.

Friends Update

Ms. Diminture updated the Board on the activities of the Friends of the Library. The Town Day book sale was successful, with net proceeds of $7,500. There will be a Children's/Teen book sale in March. Upcoming programs are: Genealogy: Researching Your Family Tree – Tuesday, November 18th – Speaker is Walter Hickey of the National Archives; Tuesday, December 2nd – Wine Tasting Event at Menotomy Beer and Wine. The Friends are hoping to have a volunteer recognition event in February and a benefit concert by Liz Buchanan, perhaps in May. Liza Halley will work with the Friends on the concert coordination. There has been discussion of junior Friends' memberships.

Other

John Gearin will meet with Ms. Fennelly, Ms. Gandek-Tighe and Heather Calvin about the possibility of Friends'/Trustees' joint fundraising projects. Ms. Radochia will be attending the first meeting of the Spengler Memorial Committee as the representative from the Board of Trustees. Participants were asked to bring memorial ideas to the meeting. Ms. Fennelly advised the Board to consider questions to include on a Vision2020 questionnaire as well as possible warrant articles for town meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy. The next meeting will be held on Monday, November 17th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees meeting - October 14, 2008

- Call to order - The meeting was called to order at 7:20. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia. Ms. Gandek-Tighe was absent.

Also attending were library director Maryellen Loud, Assistant director Cynthia Clinin-ture and Town Treasurer Stephen Gilligan

- Approval of minutes - The minutes of the Sept. 9th mtg were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

- Communications - Note from Geri Tremplay requesting a loan of the Vittoria Vallin portrait ~~for~~ - ~~[illegible]~~ for an exhibit at the Vallin Museum. Ms. Fennelly will notify Ms. Tremblay.

League of Women Voters postcard-bulletin will now be sent out via email.

motion by Ms. Radochia to lend portrait to Vallin Museum for exhibit, the dates to be defined; seconded

- exhibit is called "The Dallins in Arlington Heights".

by Ms. Deal. Passed unanimously.

- Visit by Stephen Gilligan, Treasurer. He distributed:

① Alphabetical list of library trust funds
② Detail sheets of each fund for June, July + August

Wiltshire Performance ? (what is the word) report

safety
liquidity
yield

RFI -
Investment advisor (Consultant)
" manager
Custodian of funds

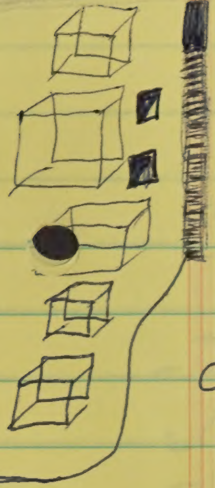
Mr. Gilligan talked about the process of issuing an RFP and how the bids will be handled. He would like someone from all three trust Commissions to review the responses. They will be called to 3 semi-finalists who will be asked to give a presentation. Finalists will be in all three Categories, so there is a potential for nine respondants.

Mr. Murphy asked what was happening with asset allocation, in light of the vacancy in the Consultants' position. Mr. Gilligan responded that asset allocations were put in place by the previous Custodian, State Street Global Advisors. Mr. Gilligan said that he would like to return at the November mtg for further discussion.

RFI - but stipulation will be made that responses will be deemed as proposals.

Memo of Understanding - ~~ask~~ Mary-ellen about this - see sheet called "Policy Statement".

- Director's report - Ms. Loud gave an oral report for ~~the~~ Sept.
- Capital budget requests submitted.
- ICMA project finished on time
- Photocopiers / vend printing installed
- Town Day went well
- Cindy / Barbara interviewed
  - hired moonlighter - Sunday librarians



FY 2010 Budget Request – Ms. Lord distributed the budget submission of expenses for FY09. No new services were to be included. Possible budget reductions were discussed.

– Request for Tri-Commission Meeting and Revision of Trust Fund Expenditure policy – The Board discussed the final draft of the proposed policy statement. This policy would apply to three Commissions: The Board of Trust Fund Commissioners, the Board of Cemetery Commissioners and the Board of Library Trustees. A vote on the policy will be taken at the next meeting, after an intensive revision is done. Representatives will attend a Combined meeting in October.

– Fundraising – Ms. Gandel-Tighe had sent a draft of a letter for this years annual fund-raising appeal. In Ms. G-T's

Cindy interviewed & hired Sunday librarians
- Ms. Loud & Marianne hired a new YA librarian, Emily Canniff
- Donor reception /acknowledgements
- Scheduling for Sundays
- Signage project
- PR for Community Read
- Fall newsletter
- Funding support letter to Governor
- Reading Room party rental
- Family medical leave issues
- Heather Calvin (MOA) met with Ms. Loud & Ms. Fennelly about fundraising /development activities. She provided excellent information.

- Request from Nancy Gentile for funding from the Robbins Art Fund for FY09. Ms. Muldoon made a motion, seconded by Mr. Murphy to fund this request of $1,521.25 for work on the Robbins Print Collection.

absence, the Board reviewed the draft. The letter should be mailed in November.

- November fund raising gala - Ms. Fennelly passed out a possible guest list for additions & revisions. Invitations will be mailed.

- Signage - Ms. Lord showed the Board the most recent design package. Sunshine Signs is working on final estimates. Mr. Murphy made a motion; seconded by Ms. Radochia, to allocate a sum not to exceed $35,000 for the final signs. 35,000

- Author program - Linda Barnes has never confirmed a date for November. Ms. Deal suggested trying to get Hank Phillippi Ryan (Dick Bailey)

- Friends update -

Other - Joint fundraising with Friends & Trustees. John Gearin

will meet with K. Fennelly, Catherine Gandek-Tighe + Heather Calvin.

- Vision 2020 Questionnaire - In Sept., Board could discuss question to include. Also, think about warrant articles to include.

next meeting - Monday, 11/17
The mtg. was adjourned at 9:50PM on a motion by Mr. Murphy.

Spengler Committee - Ms. Radocchia, Mary Ronan, Dick Smith, Harry McCabe + Don Marquis are members. Members are charged with bringing ideas to the first meeting.

Robbins Library Board of Trustees
September 9, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the August 12th meeting were approved as written on a motion by Ms. Gandek-Tighe; seconded by Ms. Muldoon.

Communications

1.Stephen Gilligan, Town Treasurer, sent an email reply with answers to questions posed to him earlier by Ms. Fennelly regarding investments and quarterly trust fund reports for the Board of Trustees. He will attend the Board's October meeting. Mr. Murphy asked Ms. Muldoon if it would be possible to obtain a copy of the annual summary report of the town trust fund performances. Ms. Muldoon receives a monthly report. 3. Ms. Loud discussed with David Castiglioni the possibility his continuation as a Board member. Mr. Castiglioni feels that he has not recovered sufficiently to return to meeting attendance in the near future. Since he has already missed ten meetings, he is agreeable to having the Town Manager seek a replacement trustee.

Director's Report

The Board reviewed the written report of the director for the month of August. Questions were asked about Sunday scheduling, donors and problems with the voice mail system.

Approval of Trustee Goals/Timeline

Ms. Loud distributed the list which included "financial" goals revised by Ms. Gandek-Tighe : 4F- Conduct an annual appeal to raise unrestricted funds for the Robbins Library; 4G – With the Friends of the Robbins Library, execute a fundraising campaign to meet a specific library need such as Sunday openings; 4H –Develop a stewardship outreach plan to keep donors informed of library acquisitions and achievements. Ms. Deal made a motion; seconded by Mr. Murphy, to approve the revised goals. Passed unanimously. Ms. Loud suggested assigning target dates to some of the activities. The annual appeal will go out in November. A Sunday fundraising campaign will take place in late spring. Ms. Fennelly and Ms. Gandek-Tighe will plan another trip to the Lexington Library to investigate their stewardship plan. Ms. Muldoon suggested moving item 4H up in the list following 4A and then moving other items down.

Schedule of Holiday Closings

Ms. Loud distributed a list of closings enacted by town by-laws, union contracts and trustee vote. Ms. Deal made a motion; seconded by Ms. Radochia to approve the schedule as delineated. Approved unanimously.

Preliminary Discussion of FY10 Budget Requests

Ms. Loud has not yet had direction from the Manager's office regarding the budget preparation. She will request to make the Technology Librarian and YA Librarian positions full-time. Funding for a half-time Public Relations Librarian will also be sought. The Board re-affirmed its commitment to request municipal funding for Sunday operating hours. Ms. Loud recently submitted written testimony in support of the Massachusetts Board of Library Commissioners' budget request to the state.

Draft Art and Investment Policies

Town Counsel, Juliana Rice, has been asked to formulate parameters for Robbins Print and Art Fund spending. She had previously asked for a list of potential expenditures and Ms. Loud supplied one that includes purchase of art books and other types of artwork not related to prints as well as conducting art programs for the public. Ms. Rice has yet to review and rule on this. Ms. Muldoon suggested calling this an art "collection" policy rather than an acquisitions policy. Ms. Murphy suggested detailing what is already in the art collection, for purposes of proper stewardship. Ms. Loud reminded the Board that an updated appraisal needs to be obtained and an inventory would be conducted as part of this process. After some discussion, Board members decided to individually review and provide comments on the draft policy. There was a brief discussion of the draft investment goals and policies document. Ms. Deal would like Stephen Gilligan, Town Treasurer, to address the issue of collateralized investments during his October Board meeting visit. Item 9 discusses policy similar to that currently under discussion by the town's trust fund study committee. If that policy is finalized, town boards will be asked to adopt it. Mr. Murphy commented on the objectives of the trust fund investments. Ms. Muldoon suggested moving financial Goal 4E to this policy.

Community Read

Ms. Loud talked about upcoming activities related to the community read of "Digging to America" by Anne Tyler. These include book discussions, a panel on adoption, a program on the immigrant experience and a cultural festival. Ms. Muldoon suggested producing a laminated bookmark listing the events. Ms. Loud encouraged the Board to conduct a book discussion at their November meeting. Ms. Fennelly asked about tracking circulation figures for community read books and was assured that this can be done. She mentioned that the Book Rack should be apprised of the book selection.

Author Program

Dick Haley contacted Linda Barnes who is willing to be the featured speaker at a November program. Monday, November 17th or Thursday, November 20th are the Board's preferred dates. Ms. Muldoon noted that Alegra Goodman now has a Monday column in the Boston Globe. She hopes that the Board can arrange for her to speak at a future program.

Sunday Donor Reception

A dessert reception honoring donors will take place on the first open Sunday, October 5th, prior to the 2PM opening. Ms. Loud will coordinate with Ms. Gandek-Tighe regarding the donor posters.

November Gala

The trustees' fundraising gala will take place on Friday, November 14th, 6:30-8:30 PM. Ms. Deal suggested that a trio of historic interpreters portraying the Robbins sisters be asked to attend and greet the guests. Ms. Loud will contact Patsy Kraemer to arrange this. Ms. Gandek-Tighe suggested further playing up the historic theme of the evening with Victorian entertainment. She will investigate possible performers. A program for the evening will be designed.

Request for Funding of Paperback Rack

This request was postponed.

Margaret Spengler Memorial Committee

Donald Marquis has agreed to chair this committee. Ms. Radochia will continue as the trustee representative to the committee.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will be held on October 14th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

~~Tuesday - info on tents for John~~

Trustee meeting - Sept. 9, 2008

- Call to order - the meeting was called to order at 9:20PM attending were trustees Katharine Fennelly, Kathryn Gandel-Tighe, Frank Murphy, Patricia Neal, Barbara Muldoon & Joyce Radochia. Also attending were library director Maryellen Loud & assistant director Cynthia Diminture.

- Approval of minutes - The minutes of the Aug. 12 meeting were unanimously approved on a motion by Ms. G.-T.; seconded by Ms. Muldoon.

- Communications:

① Response from Stephen Gilligan, town treasurer, to questions posed to him re: investments and quarterly trust fund reports for the trustees about the trust funds.

833.01

Mr. Gilligan will attend the Trustees Board meeting in October. Mr. Murphy asked Ms. Muldoon if he could see a copy of the annual town trust fund performances. Ms. Muldoon gets a monthly report, but Mr. Murphy would like to see a summary report.

- Email from Andrew Castiglioni regarding his father David's possibility for return to the Board. Mr. Castiglioni has not recovered enough to return to the Board at this point and has missed more than 10 meetings, so he is amenable to having the Board seek a replacement. At some point in the future, he hopes to re-apply for Board membership. The Board will think about candidates.

- Director's report - the Board reviewed the written report of the director. (Aug.) Questions were asked Sunday scheduling, donors, Problems with voice mail.

- approval of Trustee goals/time-line - Ms. Loud distributed the list with revised items in the "Financial" category. (done by Ms. Gandel-Tighe)

4E. -F-G- See highlighted items for updated language
Ms. Neal made a motion to approve the revised goals, seconded by Mr. Murphy. Passed unan. Ms. Loud suggested assigning some target dates to the activities. The annual appeal will go out in November. A fund-raising campaign appeal will happen in the late spring. Ms. Fennelly + Ms. Gandel-Tighe will plan another trip to the Lexington Library to explore how they do their stewardship plan. Ms. Muldoon suggested moving item H up to replace B, to accompany A and then bump everything down.

- Schedule of holiday closings - Ms. Loud distributed a schedule of closings. (those by

Trustee vote, union contract and town by laws.

Ms. Deal made a motion, seconded by Ms. Radochia, to approve the schedule as delineated.

— Preliminary discussion of FY 2010 budget requests Ms. Loud has not had contact from the managers office or any guidelines thus far.

The Capital budget request is due 9/19.

Operating budget - Ms. Loud will request to make the Technology librarian & YA librarian full time and for funding for a ½ time PR librarian. Trustees re-affirmed their committment to request municipal funding for Sunday hours. BLC has been advised that next years State budget will be a -1½ %.

Ms. Loud submitted written testimony in support of the Board's budget requests to the State.

- Draft Art + Investment Policy - Ms. Fennelly passed out drafts of the revised policies:

① Art acquisition Policy - Juliana Rice had been asked to formulate parameters on what the Robbins art + print funds could be spent on. Ms. Rice asked for specific examples + Ms. Roud sent a list (purchase materials for collection, art programs for public, purchase other types of artwork not related to prints). Ms. Rice has not yet reviewed + ruled on this.

Ms. Muldoon suggested calling this an Art Collection policy rather than acquisition. Mr. Murphy suggested spelling out what is already contained in the Robbins art collection, for purposes of stewardship. Ms. Roud reminded the Board that an updated appraisal needs to be obtained, so an inventory would be done as part of

this. After some discussion, Board members decided to individually review + provide comment.

② Trust Funds - Investment Goals and Policies - Ms. Deal briefly explained the issue of Collateralized investments. She would like to have Mr. Gilligan discuss this during his visit. #9 - discusses policy similar to that currently under discussion by the town's trust fund study Committee. If their policy is finalized, most town Boards will be asked to adopt. Mr. Murphy made comments, including the objective of the trust fund investments. Ms. Muldoon suggested moving Goal 4E to this policy.

- Community Read - There will book discussions
  Tues 10/7 7:00 PM
  Wed. 10/15 - Brownbag discussion Noon
  Wed. 11/5 - 7PM

Adoption Program - Wed. 10/22

Wide Horizons - speaker re: International adoptions is being considered
An adult adoptee (Korean) has been contacted to speak, but this has not been firmed up.

Sat. 10/25 - Family festival at Town Hall

Sat. 11/8 - Community Room - Immigrant experience - stories and song.

A flyer with listings for all of these programs will be ready for Town Day.

Ms. Lord encouraged Trustees to do a book discussion at the Nov. Meeting.

Ms. Muldoon suggested a laminated bookmark listing all of the events.

Ms. Fennelly asked about tracking circulation figures for the Community Read titles. The Book Rack should be made aware of the title.

Taylor, 9
02632

- Author program - Dick Haley contacted Linda Barnes. She is willing to speak in November but not the first week.

Thursday, 11/20 or Monday 11/17 are trustees preferred dates.

Ms. Muldoon noted that Allegra Goodman now has a Mon. column in the Globe. She hopes that she can still be a future speaker.

— Sunday donor reception - Ms. Loud distributed a copy of the invitation to the Sunday dessert thank you event (10/5). Ms. Loud got pricing on mini pastries. Ms. Fennelly will make something as well. Ms. Loud will coordinate with Ms. Fennelly & Ms. G.-T. re: posters of donors.

- November gala - Friday, 11/14 6:30-8:30 This will be a fund-raiser as well as serve as an awareness raiser for the library. Ms. Deal suggested re-enactors (Robbins Sisters) to greet guests. Ms. Gandel-Tighe suggested further playing up the historic theme for the evening (Victorian entertainment - music and dance) She will investigate potential performers. Ms. Lord will contact Patsy Kraemer about these as well. A program will probably be needed.

- Request for funding for Pb rack - postponed

- Margaret Spengler Memorial Committee - Ms. Radocchia will continue as the trustee representative to the committee. Alan Marquis has agreed to chair.

- Other

next meeting - Tuesday, Oct. 14th

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy.

Trustees of the Robbins Library
August 12, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni and Patricia Deal were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 10th meeting were approved as written on motion by Ms. Radochia; seconded by Mr. Murphy.

Communications

1. A note was received by Rieko Tanaka on behalf of a delegation of students from Nagaokayo, Japan thanking the library for hospitality during a recent visit. 2. Report of the Elbridge Farmer Trust Fund was received, as of June 30, 2008. 3. Ms. Fennelly distributed her email response to Geraldine Tremblay regarding ongoing discussions about the possible purchase of a Dallin painting. 4. Ms. Loud announced that Mr. Murphy has been elected to the position of Secretary of the Massachusetts Board of Library Commissioners and as a member of their Executive Board.

Report of FY08 Trust Fund Expenditures and Approval of FY09 Trust Fund Allocations

Ms. Muldoon distributed spreadsheets detailing budget requests from staff, a list of future projects for which trust fund monies might be required and trust funds availability. A portion of the Kathleen Case fund could be used to fund some capital projects such as signage, improved lighting, upholstery and paperback racks. Investment market downturns have resulted in an 8-10 % loss in market value for the funds. Ms. Muldoon made a motion; seconded by Ms. Radochia, to approve an FY09 trust fund budget of $30, 324. Passed unanimously.

Report of FY08 Trust Fund Expenditures and Approval of FY09 Trust Fund Allocations

Ms. Loud passed out the final version of the Russell Fund Report for FY08 prepared by coordinator Liza Halley. The Board was very complimentary about the

report. A copy will be sent to Mr. Russell. In the FY09 Russell Fund budget, a pay raise for the coordinator was included and the materials budget was reduced slightly as an offset. Mr. Murphy made a proposal; seconded by Ms. Gandek-Tighe, to approve the proposed FY09 Russell Fund budget of $40,000. Passed unanimously.

Director's Report

The Board reviewed the written reports of the director for the months of May, June and July. Ms. Loud explained that the July report is incomplete as it is awaiting reports from the Circulation and Adult Services departments. Trustees asked about signage, pests and flooding (due to the tree falling on the roof) at the Fox Branch, voice mail problems, the MLN telecomm cutover and recent staff turnover. Ms. Loud explained how all of the vacancies will be filled. Ms. Loud apprised the Board of a project that the library will be participating in through the International City Managers' Association (ICMA). The project collects and records many types of statistics that can be used to measure the library against other participants and against itself from year to year with a goal of continuous improvement. Forms are due in October.

Town Day Booth

Trustees again agreed to staff a booth on Massachusetts Avenue on Town Day. Ms. Fennelly will work 9-11, Ms. Radochia 11-1 and Kathryn Gandek-Tighe 1-3. Ms. Muldoon may also be able to work. Ms. Loud will also be staffing the Rotary club booth that will be located next to the library one. A free raffle will be held for a gift certificate to the Book Rack.

Fundraising

Ms. Loud reported that the Sunday solicitation was very successful and that Sunday openings would begin in October. Ms. Gandek-Tighe talked about possible ways to thank donors and keep a relationship with them. A recommendation was made to formally end this year's campaign on October 1st and then begin raising funds for next year. Any additional money raised this year (beyond what is needed to fund Sundays October-May) will be applied to next year's openings. Ms. Gandek-Tighe and Amy McElroy have been working on grant applications for funding from local banks. Ms. Fennelly will begin a similar process with realtors. Further discussion took place about the planed wine and cheese event on November 14th and a possible event to honor the Sunday donors. Ms. Loud suggested a dessert buffet prior to opening on the first Sunday in October. The consensus of the Board was to move forward with such an event. A list of all Sunday donors would be made available then. Invitees for the November 14th event are still to be determined.

Approval of FY09 Trustee Goals

The financial goals will be revised for review at the September meeting.

Author Programs

A possible appearance by Robert Parker did not come to fruition. Linda Barnes, who has a new book, is another possible speaker. Ms. Loud will try to set this up for early in November.

Community Read

The Board of Selectmen approved the hanging of the Community Read banners. The Selectmen and the School Committee will participate in a book discussion and we will hold additional discussions at the library. An adoption panel program will be held and there will be an international festival at the Town Hall on Saturday, October 25th. Barbara Fulchino has started a Community Read blog.

Friends of the Library Update

Ms. Diminture reported on the activities of the Friends of the Library. Plans are underway for the Town Day book sale on September 20th. Donations for the sale will be accepted beginning September 2nd. The Friends' program sub-committee has planned a schedule of programs for the upcoming year. On November 8th, they will co-sponsor the program "Immigrant Songs" with the Russell Fund, in coordination with the Community Read. On Tuesday, November 18th, they will host Walter Hickey of the National Archives who will present a genealogy program. Two new museum pass memberships have been purchased by the Friends: The New England Aquarium and the Garden in the Woods (Framingham). The Friends' Board approved $52,000 in allocations in response to staff requests for funding.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will be held on September 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Trustees Mtg. - August 12, 2008

- Call to order - The mtg. was called to order at 7:20 PM. Attending were: Trustees Katharine Fennelly, Barbara Muldoon, Joyce Radochia, Frank Murphy and Kathryn Gandek-Tighe. David Castiglione + Patricia Neal were absent. Also attending were director Maryellen Loud and assistant director Cynthia Dimixture.

- Approval of June 10th minutes - Ms. Radochea moved, seconded by Mr. Murphy to approve the minutes as written

Correspondence:

① thank-you note from Rieko Tanaka for Japanese student visit (Nagaokayo)
② report of the Elbridge Trust fund as of June 30, 2008
③ Email to Geraldine Tremblay - see

Report of the FY08 fund results and approval of FY09 allocations.

Ms. Muldoon distributed trust fund budget sheets for FY09 (Restricted and unrestricted) Funds had approx. 8% -10% loss in market value. Both market value & income are lower for FY09 as of June 2008. Ms. Murphy wondered about results for all of the town's fund performances, to give some context to our (the library's) fund losses.

Requests from staff for funds from Trust funds were approved and allocated based on the fund performances.

Ms. Muldoon asked Ms. Roud to envision projects for which trust fund spending might be necessary. One-half of the Kathleen Case fund could be used for some capital projects such as the signage project, improved lighting, upholstery, PP racks, Circ, desk plaques.

$168,000
case
fund
$188,000

FY09 trust fund
$30,324 budget was approved on a motion by Ms. Muldoon; 2nded by Ms. Radochia.

Sec to MBLC & Exec. Board

Communications – Mr. Murphy was elected as secretary to the MBLC and as a member of the Executive Board.

- Town Day Booth – Ms. Fennelly asked who would be available to staff the booth on 9/20.

X F 9-3 (11)
JR 11-1
X GT 1-3

Ms. Muldoon will let Ms. Lord know. Ms. Lord will also be staffing the Rotary Club booth. A raffle will be held for a bookstore gift certificate.

9/18 – next Trustees meeting

– Fundraising – Ms. Lord distributed a form showing

funds raised thus far through the Sunday solicitation – $23,790. Ms. Gandeh-Tighe talked about a way to thank & keep a relationship with donors. A recommendation was made to formally end this year's Campaign on October 1st and then begin raising funds for next year. Kathryn & Amy McElroy have been working on grant applications for funding from local banks. Ms. Fennelly will do this process for the real estate agents. Any additional money raised this year will be put toward next year's openings.

Gala sub-Committee – [Nov. 14th –] will meet early Sept. to make plans.

A discussion took place about an event to honor the Sunday donors prior to the first opening (dessert buffet) A list of donors will be made available at this event,

Director's Report - May, June + July director's reports were distributed. The July report was missing info from Circ. + Adult Services. The Board received the reports.

Questions were asked about signage, disasters at Fox, voice mail problems, Pactec Carousel, staff turnovers. Ms. Lord explained about the filling of all the vacancies.

ICMA Project - Ms. Lord told the Board about this project. Due in October. Measurements can be used for next year + to compare the library to other town's libraries.

- Security gate - Trustees had a view of the proposed gate/wall area + advised Ms. Lord to file a request with a Capital planning Committee.

- Goals + objectives - Financial goals to be revised for Sept.

meeting.

- author programs - Vicki Haley had hoped to produce Robert Parker but this fell through. Linda Barnes has a new book out & could come to speak. Senior Center has availability in September. OR, she could speak here in Nov. (Ms. Hould will try for early in the month)

- Russell Fund report - Ms. Hould distributed the final version done by Liza Halley. The Board was very complimentary about the report.

proposal FY08/09

Russell Fund Budget - a raise was included for the coordinator - for this year. The materials budget was reduced somewhat to offset this. Mr. Murphy made a motion to approve a budget of $40,000; seconded by Ms. Gandel-Tighe. Passed unan.

Community Read — Selectmen approved the hanging of banners. Mr. Greeley challenged School Committee to have a joint discussion with the Selectmen & then have a contest of questions. Ms. Lord reject this idea & encouraged a more cooperative spirit. An adoption panel program will be held as well as an Oct. 25th festival. Book discussions & scrap booking. We could use some discussion questions from Methuen. Blog started by Barbara.

— Friends — recognition for Board (by Trustees & each other) Mr. Murphy encouraged thanks to the group for their tremendous fund-raising & other activities.

Mr. Murphy

Adjournment — Mr. Murphy moved to adjourn at 9:40 PM.

DRAFT

Robbins Library Board of Trustees
June 10, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were library trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe. Frank Murphy and Joyce Radochia. David Castiglioni and Barbara Muldoon were absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 13th meeting were approved as written on a motion by Mr. Murphy; seconded by Ms. Gandek-Tighe.

Communications

1. Ms. Loud received a letter from author Jeffrey Carver inquiring about the possibility of the library hosting an author discussion/reading with local science fiction authors. The Board will take this under consideration. 2. Ms. Loud and the Board had a series of email correspondences with Mark Spengler regarding the establishment of a committee to honor the civic work of his mother, Margaret Spengler.

Director's Report

Ms. Loud gave a verbal report highlighting progress on the circulation desk project, the resignation of adult services librarian Amanda Mathiesen, the successful Chamber of Commerce breakfast program held recently at the library, planning for the local author program and the book cart drill team competition at the MA Library Association conference. The waterproofing project continues. A Verizon outage caused two days of computer downtime. Ms. Loud is closely monitoring financial expenditures for the close of the fiscal year.

Local Author Program

The program will be held on Tuesday, June 17th featuring authors Carol Band, Adam Pachter and David Valdes Greenwood.

Signage Project

Ms. Loud distributed copies of the preliminary interior sign design concepts from Sunshine Signs. She told the Board that fabrication costs would be in the $30,000-35,000 range. The costs could span two fiscal years, 2008 and 2009. Ms. Loud reviewed potential trust fund sources for the project including Case, Farmer, FY08 allocations not spent and a reduction in FY09 allocations in various categories. Mr. Murphy asked about charges for future signs or additional signs/letters. Ms. Loud will find out about this. The trustees were pleased with the sign designs.

Circulation Desk Dedication

The new circulation desk will be dedicated on Thursday, June 19th at 5:30 PM, honoring Charles Poulos whose gift made the new desk possible. Ms. Fennelly will make remarks on behalf of the Board of Trustees. Other speakers will be Ms Loud, Town Manager Brian Sullivan and a representative from the Board of Selectmen. A simple program will be prepared.

Update on Security for Community Room

Ms. Loud reviewed three options from the architect and the building inspector regarding ways to close off the Community Room when not in use by library programs or community groups. At the August meeting, the Board will examine the area to better visualize and consider the options.

Fundraising

Ms. Gandek-Tighe distributed a draft of the fundraising letter soliciting donations for Sunday openings that will be sent to the Friends' membership and others. An anonymous donor has agreed to match all donations up to $18,000. Ms. Gandek-Tighe is also in the process of applying to bank foundations for grant monies. Ms. Fennelly talked about ways to solicit real estate agencies and/or agents for donations. She also encouraged follow-up phone calls on the part of Board members to friends and acquaintances who had received fundraising letters. Judi Paradis will be hosting a fundraising potluck dinner on June 22nd and it is hoped that other individuals/groups will follow her example. The Arlington Advocate will send a reporter. Ms. Loud discussed the possibility that the marble top from the old circulation desk could be sold as a fundraiser. Discussion will continue on the best way to do this.

Dallin Committee Request

Previously, the Dallin Committee had approached the Board to consider purchasing a painting by Cyrus Dallin. Ms. Loud, Ms. Fennelly and Ms. Muldoon met with Juliana Rice, town counsel, regarding alteration of the trust fund policies to accommodate the acquisition of art works. A general discussion took place about the possibility of more aggressive acquisition of works using Robbins print and art funds and the potential to hire a curator to manage the collections. A draft Art Acquisition Policy was distributed.

Meeting Room Policy Revision

Ms. Loud passed out a draft of the revised meeting room policy. The amended policy takes into consideration the use of the meeting rooms by profit-making organizations. Ms. Radochia made a motion; seconded by Ms. Gandek-Tighe, to adopt the revised policy. Passed unanimously.

Russell Fund Summer Programming Request

Liza Halley submitted a request for $4,680 for July and August Russell Fund programs. Mr. Murphy made a motion; seconded by Ms. Gandek-Tighe, to approve the allocation request. Passed unanimously. A transfer of $262.50 will be made to the line item for the June coordinator's salary from another line item, to balance accounts.

Preliminary Discussion of FY09 Administrative and Trustee Goals

Ms. Loud distributed these for review. Administrative goals were submitted as part of the FY10 budget request. Trustees will update goals at a future meeting.

Friends of the Library Update

Ms. Diminture updated the Board on the activities of the Friends. The April annual meeting had good attendance and an outstanding performance by harpist Deborah Henson-Conant. The Antiques Appraisal evening in May was enjoyable. The program subcommittee of the Friends' Board will meet in June to schedule a calendar of programs for the upcoming year. The Friends are in need of a responsible volunteer to temporarily manage the ongoing book sale. The annual sale will take place on Town Day, September 20th. Membership renewal notices were mailed to 401 people, with 187 responding. A follow-up mailing will be done.

Election of Officers

The nominating committee consisting of Ms. Radochia and Mr. Murphy presented the following slate of officers for FY09:

Chair – Katharine Fennelly
Vice-Chair – Patricia Deal
Trust Fund Liaison – Barbara Muldoon
Russell Fund Liaison – David Castiglioni

The nomination of the slate was seconded by Ms. Gandek-Tighe, with a unanimous vote to elect.

Other

Ms. Loud apprised the Board that the next in a series of financial summits for the town will take place on June 26th, involving financial officials for the town.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will be held on August 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

Trustees Meeting - June 10, 2008

Call to order - The meeting was called to order at 7:20 PM, attending were Trustees Katharine Fennelly, Frank Murphy, Joyce Radochia, Patricia Deal and Kathryn Gandel-Tighe. Absent were David Castiglioni and Barbara Muldoon.

Minutes of the May 13th meeting - approved with corrections by Mr. Murphy; seconded by Ms. Gandel-Tighe.

Communications

① Letter from Jeffrey Carver inquiring about the possibility of a local science fiction author program. They Board will take it under consideration.

② Mark Spengler - Communications regarding the establishment of a Committee to honor his mother, Margaret

Card Band,
Adam Pachter
& David Valdes
Greenwood

Spengler.

- Director's report - verbal

Ms. Loud reported on the Circ. desk project progress. The Board was apprised of the departure of Adult Services Librarian Amanda Mathiesen. The COA breakfast program held here was very successful. Local author program planning. MLA Conference - drill team Competition. The waterproofing project Continues successfully. Verizon problem caused 2 days of downtime. Ms. Loud is Monitoring monetary ex~~tablishm~~penditures for end of fiscal year.

- Local author program - Tues., June 17th.

- Signage - Ms. Loud distributed Copies of the preliminary sign proposal from Sunshine Signs. She explained in detail the specific signs.

Case
Farmer

Ms. Lord mentioned that the quotation would be $30,000 - $35,000. Ms. Muldoon believed that these funds could be taken from the Case and Farmer funds. The project could span 2 fiscal years, FY08 + FY09. Mr. Murphy asked about charges for additional signs/letters later on. Ms. Lord will find out about this.

- Circulation desk dedication
Ms. Lord proposed having Greek appetizers for the reception, in honor of the donor, Mr. Poulos. Ms. Fennelly will make remarks representing the Board. Other speakers will be Brian Sullivan, Ms. Lord and Mr. Poulos, if he wishes. A simple program will be prepared.

- Next meeting date - August 12th.
— app't. of Nomination Committee
- Election of officers - Nominating Committee (Mr. Murphy & Ms. Radochia) presented the follow-

ing slate of officers for the next year:
Vice-Chair - Ms. Deal
Chair - Ms. Fennelly
Trust Fund liaison - Ms. Muldoon
Russell Fund Liaison - Ms. Castiglioni

2nded by Ms. Gandel-Tighe & passed unanimously.

- Update on security for Community Room - Ms. Lord received three options from the building inspector and architect. At the Aug. mtg, Board members will tour the area to better visualize options.

Fundraising - For Sunday openings, an anonymous donor will match donations up to $18,000. Ms. Gandel-Tighe distributed a draft of the fund-raising letter which will go to the Friends' membership and others. Kathryn is also in the process of applying to banks for grant monies. Ms. Fennelly has compiled a list of all real estate

Companies + numbers of agents in Arlington. These could be solicited. Ms. Fennelly mentioned the possibility of follow-up phone calls on the part of the Trustees to potential donors that are known to them. Judi Paradis will be hosting a fund-raising pot luck dinner on June 22nd. The Advocate will cover this event and perhaps it will serve as an example for other groups. (Watertown Savings Bank will qualify for 2 Sundays since they donated the full amount of a Sunday)

(from the old Circ. desk)

Marble top – Mrs. Lord discussed how this could be used as a fundraiser. The granite rep. suggested selling it in four/five large existing pieces rather than trying to carve it up into smaller pieces. Suggestions were made to put one piece on display with dimensions of the others for solicitations of bids.

for Michael Dallin's painting.

- Dallin Committee request - Juliana Rice, new Town Counsel, met with Ms. Fennelly, Ms. Muldoon and Ms. Lord regarding the alteration of trust funds policy for the purpose of acquiring art work by Dallin using these funds. A conversation took place about more aggressive acquisition of works from the Robbins Art & Print funds, with the possibility of hiring a Curator for the Collections. A draft of an art acquisition policy was distributed.

- Meeting Room policy revision - Ms. Lord passed out a draft of the revised meeting room policy. This now accommodates the use of the meeting rooms by profit making organizations, as ammended at a previous Board meeting. Ms. Radochia made a motion to adopt the policy

revisions; seconded by Ms. Gandel-Tighe, Passed unan.

- Russell Fund summer programming proposal - a request was made by $4,680 for July & aug. programs. A Motion to approve was made by Mr. Murphy; seconded by Ms. Gandel-Tighe. Passe

$262.50 will be moved to Coordinator's salary for June from another line item to balance accounts.

- Prelim. discussion of FY09 admin. & Trustee goals - Ms. Houd distributed these for revisions. Admin goals/objectives were submitted as part of the latest budget request.

- Other - June 26th - Summit for town financial officials. Ms. Houd has been asked to prepare scenarios with budget increases and decreases of

1090. ($196,000 approx.)

Ideas:

Increases - Sundays
Thursday AM
Restoring Children's Room hours
- Technology librarian
YA librarian
Materials increases

Decreases.
Fox ($70,000)
Close one evening
reduce materials
expenditures
(by 50%)

adjournment - The meeting was adjourned at 9:35 on a motion by Mr. Murphy. Passed.

ROBBINS LIBRARY BOARD OF TRUSTEES
MAY 13, 2008

Call To Order

The meeting was called to order at 7:20 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Patricia Deal. David Castiglioni and Joyce Radochia were absent. Also attending were Library Director Maryellen Loud.

Approval of Minutes

The minutes of the April 8th meeting were approved on a motion by Ms. Gandek-Tighe; seconded by Mrs. Muldoon.

Communications

None

Community Time

None

Director's Report

Ms. Loud gave a verbal report with highlights. Jennifer DeRemer is working with the high school to create a tutoring program for senior citizens. Amanda Mathiesen's Literary Open House starts next week with ESL people. She is getting accolades for the program. Vicki Slavin played a prominent role in the Bollywood DVD article in the Boston Globe. The Robbins Library drill team was a popular addition to the Arlington Patriot's Day Parade and won an honorable mention at the MLA conference. The Chamber of Commerce new members breakfast in the Reading Room went well and generated interest in rentals. Preparations are underway for the new desk and signage. The Children's Department is working with the elementary schools on the Summer Reading Program. The Community read will be *Digging to America* by Anne Tyler. The circulation desk dedication is being planned.

Signage Update

The vendor has been picked, Sunshine Sign Company. Ms. Loud reviewed the estimates on the cost of the signs. A more detailed proposal will be presented at a future meeting.

Author Programs

This spring will focus on local authors on June 17.

Meeting Room Request

A group would like to charge for better food choices. The Trustees decided that charges for food were up to the group.

Fundraising

Fundraising to reopen the Library on Sundays was discussed, in particular the solicitation letters and possible other vehicles such as grants.

Friends Update

The Friends will be assisting with the fundraising for Sunday hours.

Dallin Paintings

Further discussions about potential purchase of a Dallin painting was delayed until all the Trustees were present.

Appointment of Nominating Committee

Joyce Radochia and Frank Murphy were appointed to the Nominating Committee.

Other Business

Warrant #30 on the naming of an award for Margaret Spengler was tabled at Town Meeting.

Adjournment

The meeting was adjourned at 9:00 PM. The next meeting will be held on June 10th at 7:15 pm.

Minutes submitted by Kathryn Gandek-Tighe

Robbins Library Board of Trustees
April 8, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were director Maryellen Loud, assistant director Cynthia Diminture and guests Gerri Tremblay of the Dallin Museum and Town Treasurer Stephen Gilligan.

Approval of Minutes

The minutes of the March 11th meeting were approved as written on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Gerri Tremblay (Dallin Museum)

Gerri Tremblay, a member of the Board of Directors for the Dallin Museum, came to discuss a project collaboration. In addition to his sculpting, Cyrus Dallin also painted more than forty paintings. The town owns some and has others on permanent loan. Ms. Tremblay proposes that the Robbins Library Board of Trustees use art and/or print trust funds to purchase a painting for the museum. Of particular interest is "Invocation to the Rising Sun", a 1912 oil whose whereabouts is currently unknown. Another possibility is "Indian and the Wasatch Mountains", an 1892 oil. The trustees took the matter under advisement and will discuss in more depth at a future meeting. October will mark the 10th anniversary of the founding of the Dallin Museum.

Director's Report

The Board reviewed the written report of the director. Questions were asked about the new self-check station and the book cart drill team.

Meeting with Town Treasurer

Mr. Gilligan visited to discuss the status of trust fund investments. He brought copies of all library-related trust fund documents and summaries and these were received into record by Ms. Fennelly. Mr. Gilligan will soon issue an RFP for : 1. A consultant 2. A portfolio/investment manager 3. A custodian of funds. He expressed concern about the work of the town's current investment company, State Street Global Advisors. Mr. Gilligan also responded to several concerns raised by Mr. Murphy. Ms. Fennelly asked how the Board could best work with the Treasurer. Mr. Gilligan would like them to

review the draft of the RFP for corrections or additions. Ms. Muldoon asked about the possibility of regular meetings with the Treasurer regarding the library trust funds. Mr. Gilligan believes that quarterly meetings would be ideal.

Trust Fund Budget Report

Ms. Muldoon gave a report of trust fund spending to date. Of the unrestricted funds, approximately 40 % has been spent. Monies remain in the line items for young adult and children's services, Fox Branch, community read and conferences and workshops. Of the restricted funds, 62% is still available. Approximately 25% of the fundraising money has been expended. Line items remaining include community read, children's CD-ROMs and adult materials. Of the Robbins Print and Art funds, 27% of the allocation has been spent.

Russell Fund Budget Report

On behalf of Mr. Castiglioni, Ms. Loud gave the report reviewing Russell Fund spending to date. Spending is on track for this point in the fiscal year, with $30,499 (76%) expended of the $40,000 allocation.

Policy for Determining FY2009 Trust/Russell Fund Allocations

Mr. Loud asked the Assistant Treasurer for a Russell Fund allocation for FY09, but she has yet to receive his determination. The consensus of the Board is to spend no more than $40,000 in order to offset the losses experienced by the invested funds this year. Ms. Muldoon reported that there was a recent meeting of the town's Trust Fund Study Committee. Some testing is being done in anticipation of another meeting in June.

Russell Fund Programming

Liza Halley has asked to use Russell Funds for some parenting and author programs. The consensus was to approve this, with a caveat not to duplicate programs conducted by the school PTOs.

Annual Report for the Public

Ms. Loud distributed a draft of the report along with background information and statistics used in its preparation. Some changes were suggested and will be incorporated into the final version.

Fundraising for Sundays

The Board has begun a solicitation of businesses to try to raise funds for Sunday operating hours. There has been a poor response to date. Ms. Gandek-Tighe brought up the possibility of follow-up phone calls.

Author Program

Robert Parker has declined to speak at the spring author program. Ms. Fennelly suggested asking Jack Trout, who has written a series of marketing books. She will follow up.

Signage, Upholstery

Ms. Loud reminded the Board that they had approved funding for re-upholstery of children's room/young adult chairs. Ms. Loud paid in advance for the fabric and will request reimbursement from State Aid funds. The labor estimate is $2,498. Ms. Deal made a motion; seconded by Mr. Murphy, to allocate up to $2,500 from the furniture/fundraising trust fund account for the work. Passed unanimously. Ms. Loud updated the Board on the signage project. She has had proposals from a designer and a design/build firm and is evaluating each. Ms. Muldoon requested that Ms. Loud submit a request for furniture and building needs in August for FY09.

Other

Stationery –An invoice has been received for the new shipment of stationery. Ms. Muldoon made a motion to allocate $815 from the Farmer Fund to pay this; seconded by Ms. Deal. Passed unanimously.

Trustee symposium – Mr. Murphy reported that at the recent trustee symposium, a summit conference on library security (policies and equipment) was projected to take place in September.

Chamber of Commerce breakfast – Ms. Loud reminded the Board about the Chamber of Commerce Breakfast to take place on April 17th in the library Reading Room, promoting the room as a rental space.

Meeting room rental – The issue of allowing "for-profit" groups to use the library's meeting rooms for a fee was re-visited. Ms. Loud distributed a spreadsheet showing rental fees in effect for meeting rooms in Arlington and nearby cities/towns. Mr. Murphy made a motion; seconded by Ms. Gandek-Tighe, to amend the meeting room

policy to allow usage by "for-profit" groups at a fee of $50/hour for the Community Room and $25/hour for the Conference Room, with a two-hour minimum. Private usage of the rooms would still be prohibited. Passed unanimously.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Muldoon. The next meeting will take place on May 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees - April 8, 2008

- Call to order: The meeting was called to order at 9:20PM. Attending were trustees Patricia Deal, Katharine Fennelly, Frank Murphy, Barbara Muldoon, Joyce Radochia & Kathryn Gandek-Tighe. Also attending were library director Maryellen Loud and Assistant Director Cynthia Dimartino

David Castiglioni was absent

- Approval of minutes - The minutes of the March 11th meeting were approved on a motion by Ms. Muldoon; seconded by Mr. Murphy. Passed unan.

- Gerri Tremblay (Dallin Museum) - Long-time Arlington resident and teacher. Board of Trustees for Cyrus E. Dallin Museum (10 years) - She & Ms. Radochia had been discussing a project collaboration. Dallin painted at least 40 paintings. The town owns or has on permanent

New Jersey gallery – ?

loan about 5. Three were loaned to them by ______________

"Invocation to the rising Sun" 1912 oil – Dallin Museum would like to find & purchase. Calls have been made to various places in the search. The Dallin family also has some painting which they might be willing to sell. The Museum would like to aquire some painting before their price escalation becomes prohibitive.

Dallin scholar – tell Francis

Ms. Tremblay proposal is for the Board to use Art and/or Pratt Trust funds to purchase a painting.

("Indian & the Wasatch Mountains" 1892 oil)

Springville, Utah Museum of Art had its genesis from a couple of Dallin works and has acquired more.

Oct – 10th anniversary of Dallin Museum.

The Board will make a fuller

-3-

discussion of this at the next mtg.

- Communications - flyers; Friends annual meeting

Directors Report - The Board re-ceived the written report of the director. Questions were asked about self-check, drill team

1350
2500
3850

45
30
1350

Other - $ Upholstery (re) was funded several months ago. Ms. Pond ordered fabric and pd. in advance + is requesting reimbursement from state aid funds. But, she re-upholster the Children's/YA chairs.

310
$1,~~103~~.26

$2,498 - 40
requested

6 chairs

$ Ms. Neal moved to allocate up to $2500 from the fund-raising / furniture acc't.; seconded by Mr. Murphy for the upholstery work. Passed unan.

15,000 left in fundraising account

Stationery - an $800 invoice has been received for the new shipments. It will be paid

pg 4

- Meeting with Town Treasurer - Stephen Gilligan - a copy of all library-related trust fund documents and summaries were received by the Board Chair. Mr. Gilligan will issue an RFP for a a. Consultant / b. portfolio investment manager and a c. Custodian of funds. State Street Bank has been inadequate about communication regarding investments. State Street Global Advisors - Mr. Gilligan feels that they have mis managed funds & also exhibited poor communications. A securities attorney may be retained.

Ms. Fennelly asked how Board can best work w Treasurer. Mr. Gilligan said that a draft RFP will be shown to the Board + some others for correction or additions.

Juliana Rice - new incoming Town Counsel

Ms. Muldoon asked about the possibility of regular

meetings with the Town Treasurer.
M. Gilligan believes that an
ideal would be quarterly.

- Trust Fund Budget Report -
Ms. Muldoon gave -Unrestricted- Approx. 40% has been spent. YA & Children's Services, Fot, C. Read & Conferences are line items still un spent. All monies for adult audio books have been encumbered.

Restricted - 62% has yet to be spent - Free books for kids, Fot, Conferences, Fundraising

Art & Print Funds - 27% has been spent down.

Fundraising - Approx. 25% has been spent - C. Read, Children's CD-Rolls, adult materials.

- Russell Fund budget report -

Ms. Loud gave the report on behalf of Mr. Castiglione. Spending is on track for this time of year. Some money from kits + baby bundles will be transferred to programming.

30,499.35 of 40,000 has been spent thus far (76%)

- Policy for determining FY2009 Trust/Russell Fund allocations - Ms. Loud called the Ass't. Treasurer for an allocation and he will investigate and give an answer. The Consensus of the Board is to spend no more than $40,000 to offset the losses experienced by the fund(s) this year.

Ms. Muldoon that there was a recent mtg. of the Trust Fund Study Committee. Some testing is being done in anticipation of another meeting in June.

Russell Fund programming-
Liza has asked to use Russell Funds for a couple of parenting programs (authors, etc.). the Consensus was to approve, with a caveat not to duplicate programs conducted by the PTOs (lecture series)

- Annual Report for the Public (draft) - Ms. Lord distributed this, along with notes used in the preparation.
Some changes were suggested for incorporation.

- Fundraising for Sundaep - only one donation has been received in response to the business solicitation. Ms. Gandeh-Tighe raised the possibility of follow-up phone calls.

from pg. 3

~~the Farmer Fund~~ the
- ~~from general income fund.~~
Staff development.
$815 from Farmer Fund for Conferences & Workshops to the stationary. Motion by Ms. Muldoon; seconded

by Ms. Dial. Passed unan.

- Signage - Ms. Loud revisited the issue of signage designers/fabricators. She explained the options of a designer and a separate fabricator vs. a design/build firm.

-Author program - Robert Parker declined. Ms. Fennelly suggested Jack Trout, who writes a series of marketing books.

Jack Trout

Other - Meeting Room rentals - Ms. Loud distrubited spread-sheets showing rental fees for: ① town meeting rooms ② other towns

A suggestion was made to charge $50/hr. for use by profit-making organizations (with a 2-hr. minimum)

A motion was made by Mr. Murphy to charge $100 for a 2 hr. minimum use of the ~~meeting~~ community room by profit organizations, with $50 for each additional

hour; seconded by Ms. Gandel-Tighe. This excludes private uses. The charge for the Conference Room will be a $50, 2-hr. minimum; with $25 for each additional hour. Passed unan.

— Mr. Murphy - Trustee Symposium - Summit Conference on library security ~~and~~ (policies & equipment) projected for September.

Next meeting — Tuesday, 5/13 7:15

Ms. ~~[illegible]~~ Hoeld mentioned that next Thursday at 8AM, the Chamber will have a recep-

Motion to adjourn by Ms. Muldoon.

tion/breakfast, promoting the Reading Room as a rental space.

Robbins Library Board of Trustees
March 11, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaisons John Deyst and Mary Margaret Franclemont.

Finance Committee Liaisons

Mr. Deyst and Ms. Franclemont addressed the Board regarding the status of the library's FY09 budget submission. The budget, as recommended by the Town Manager, was passed by the Finance Committee unanimously, without deliberation. The committee wanted an assurance that the budget would be adequate to allow the library to meet State Aid eligibility requirements.

Approval of Minutes

The minutes of the February 12th meeting were approved as written on a motion by Ms. Muldoon.

Communications

Ms. Muldoon received a bill from the law firm of Lockhart and Kirkpatrick for services regarding trust fund investment management. She will consult the town treasurer and other commissioners about reapportioning the invoice in a more equitable manner, since the library's investments are only about 14% of the town's total. Ms. Loud told the trustees that based on prior discussions with Michele Meagher about ways to market the Reading Room rental space, the Chamber of Commerce will hold its New Member Breakfast there on Thursday, April 24th. The room setup will be as if for a cocktail party rental.

Director's Report

The trustees reviewed the written report of the director for February 2008. Ms. Loud explained to the Board about the upcoming closure of the PTO thrift shop at the Fox Branch Library. Alternatives are being explored. Ms. Loud distributed a plan for the new circulation desk and a sample of the granite that will be used for the top.

Friends of the Library Update

Ms. Diminture reported on the status of the Friends' activities. Two free programs were held recently. "Digging Up Your Roots", a genealogy program, was very well received and thirty people attended a program about selecting good books for children with speaker Martha Parravano, an editor at Horn Book Magazine. The children's/teen book sale will take place on Saturday, March 15th, 9AM-2PM. Members of the Teen Advisory Group will help out and Liza Halley will provide crafts for young children while their parents shop. April is Membership Month. Renewal forms will be mailed and the annual meeting will take place in the Community Room on Tuesday, Aril 15th. After the business meeting, entertainment will be provided by harpist Deborah Henson-Conant. Antiques Appraisal Night with Stuart Whitehurst of Skinner, Inc. will be held at the Town Hall on Thursday, May 15th.

Fundraising

Ms. Gandek-Tighe distributed a draft of a fundraising letter aimed at raising money for Sunday operating hours. The letter will be revised with some trustee suggestions. It will be sent to the business community initially and perhaps later to individual donors. Ms. Fennelly suggested a checkbox on the form to provide for the possibility of a 2-3 year pledge of donations. Trustees brainstormed ways to publicize the success of the fundraising effort. Ms. Loud and Ms. Fennelly visited the Cary Library in Lexington to learn more about their foundation, endowment fund and fundraising approaches. Ms. Fennelly met with Patsy Kraemer to explore the possibility of a fundraising gala (wine and cheese reception). Proposed dates are Friday, September 19th or Sunday, September 21st (before or after Town Day). A subcommittee will be appointed to work out the details. Ms. Radochia and Ms. Gandek-Tighe agreed to serve.

Legislative Breakfast

This year's breakfast will take place on Friday, March 14th at the Belmont Public Library. Representatives Jay Kaufman and Will Brownsberger and Senator Jim Marzilli have agreed to attend. An invitation has also been extended to Sean Garballey. Library Legislative Day will be held on Wednesday, April 2nd at the State House. Ms. Loud encouraged everyone to sign up for town announcements via a link on the town's web site and to make use of CapWiz to advocate for library services with legislators.

Financial Summit

A review of the financial summits will be held on Thursday, March 13th with attendance by Selectmen, School Committee, Finance Committee and Capital

Planning Committee. Ms. Loud will do a short presentation on the viability of the proposals raised at the two previous summit meetings.

Author Program

Robert Parker and Sue Miller are under consideration as speakers for the next author program. Dick Hailey has contacted a representative for Robert Parker and is awaiting a reply. A decision on a speaker will be made soon.

Annual Report Flyer

Ms. Loud distributed a copy of last year's report. The consensus of the Board was to follow the same format this year.

Margaret Spengler Warrant Article

By mutual agreement, the Selectmen will recommend no action on a warrant article submitted by the Board of Trustees. Instead, both boards will pursue naming an award for Margaret Spengler though the town's Memorial Committee. A recommendation will be returned to the Board of Selectmen.

Signage

Ms. Loud told the Board about the ongoing exploration of an upgrade to the interior signage. A well-regarded consultant has submitted a proposal for the project. Ms. Muldoon made a motion; seconded by Ms. Deal, to allocate up to $10,000 for consulting services to design and monitor the signage upgrade program. Passed unanimously. A suggestion was made to complete the sign fabrication as a multi-year project.

Adjournment

The meeting was adjourned at 9:15 PM on a motion by Ms. Radochia. The next meeting will take place on Tuesday, April 8th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

Trustees meeting - March 11, 2008

- Call to order - The meeting was called to order at 7:20PM. Attending were trustees Patricia Neal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy, Joyce Radochia. David Castiglioni was absent. Also attending were guests John Nyest and Mary Margaret Franclemont (Finance Committee) and library director Maryellen Loud and assistant director Cynthia Klimenture

- Finance Committee liaisons - Mr. Nyest and Ms. Franclemont addressed the Board regarding the status of this year's budget process. Ms. Franclemont said that the budget from the manager's office passed the Finance Committee without deliberation. The full board was assured that the budget would pass the State Aid eligibility requirement.

the Board was also told that work is being done to explore ways to make the Fox Branch self-supporting. Any possible extra state aid money returned to the municipal budget would probably go to the School side, rather than the town side, is the belief of the Fin Com reps. The Finance Committee report will then be delivered to Town Meeting.

- approval of minutes of Feb. 12th meeting - Ms. Muldoon made a motion to approve.

- Communications:

Ms. Muldoon

① $3,500 Bill from law firm of George Cushing - (Lockhart + Kirkpatrick) who spoke to Board about trust fund management. Ms. Muldoon will speak to town treasurer and other Commissioners about re-apportioning the bill ~~according~~ in a more equitable fashion (library investments are only 14% of the total)

The Town Manager will approve the payment & then the library trust funds will be ~~date~~ charged back as determined

② Ms. Loud – discussed with Michele Meagher about marketing the Reading Room Rental to the C o Commerce members

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April 24 – New Members Breakfast will take place in the Reading Room in the morning. It will be set up as if for a Cocktail Party Rental.

– Director's Report –

Ms. Loud explained to the Board about the PTO thrift shop situation. Alternatives are being explored. Ms. Loud distributed a plan of the new Circulation desk & a sample of the granite top.

Ms. Dimilture gave an update on the activities of the Friends of the Library.

- Fundraising - Kathryn Gandet-Tighe distributed a draft of a fundraising letter targeted at raising monies for Sunday openings. The letter will be revised with some trustee suggestions. The letter will be sent soon to the business community. Approx. 5-6 weeks later, indiual donors and perhaps the Friends mailing list will be solicited.

Suggestions-

① Mention that Sundays were very busy, with high circulations

② Mention working families rather than same" with children".

Ms. Fennelly suggested providing a check box to gain ability to commit for a donation for 2-3 years, rather than just for one year.

Suggestions were made for

publicizing the fund raising effort. (public "thermometer")

Ms. Fennelly + Ms. Noud visited the Lexington library to discuss fundraising approaches. They have a part-time development officer and a Foundation., so the situations are not exactly comparable, They learned that it is hard to build up an endowment.

Ms. Fennelly met with ~~[illegible]~~ Patsy Kraemer re: a wine/cheese reception. A sub-committee should be appointed to iron out details. The proposed date is Friday, Sept. 19th before Town Day. (evening reception) The alternative ~~location~~ plan is Sunday, Sept. 21st after Town Day.

{ Joyce + Kathryn agreed to serve on a Committee. Pat may be able to lend a hand.

— Leg. Breakfast - this Friday at the Belmont Public Library.

-6-

Jay Kaufman, Jim Marzilli + Will Brownsberger have agreed to attend. It is hoped that Sean Garballey will also attend.

Ms. Lord encouraged everyone to sign up for town announcements and to use Cap Wiz for advocacy purposes.

link on town web site

Library Leg. Day is Wed., April 2nd at the State House.

- Financial Summit - Ms. Lord reported that it will take place this Thurs. eve. on the seven proposed items from the 2 previous summits. Ms. Lord will do a short presentation on the viability of these proposals. Selectmen, Finance Committee, School Committee and Capital Planning Committees will be in attendance.

7 items

Sue Miller

- Author Program - Sue Miller + Robert Parker have been considered. Lois Hailey has

Jack Trout - marketing
books

Contacted Robert Parker's rep. He has a new book out. A decision will be made soon.

—Annual report - Ms. Loud distributed a Copy of last year's report, the Consensus was to follow the same format.

— Spengler warrant article - at last week's Selectmen's meeting (March 3) - the article was presented
?, to name ______________ in honor of
Margaret Spengler. This issue has been sent on to the Town's Memorial Committee & then return to the Selectmen's. [Claire Shea will
X write to the Spengler family with
this news.] By mutual agreement, Selectman will recommend
No action on warrant article submitted by trustees. Instead, the BoS & Trustees will pursue naming
— Signage — Maryellen told the Board
an award for
about the quest for upgraded.
signs. This has been an ongoing
her
process for several years.

* Have Patty prepare a March packet for Frank. (he has agenda & Feb. minutes)

Trustees talked about signage consulting services being paid for from the Kathleen Case Fund or the Farmer Fund. At a future time, it is hoped that an endowed fund be made from the Case Fund.

A suggestion was made to have the signage upgrade program be a tiered project over 2-3 fiscal years.

Ms ~~[illegible]~~ muldoon made a motion to allocate up to $10,000 for consulting services (Daly & Daly) for an entire signage upgrade program; seconded by Ms. Neal. Passed unanimously.

The mtg. was adjourned at 9:15 PM on a motion by Ms. Radocchia.

Next meeting - Tuesday, April 8th

Robbins Library Board of Trustees
February 12, 2008

Call to Order

The meeting was called to order at 7:17 p.m. Attending were trustees Patricia Deal, Kathryn Gandek-Tighe, Katharine Fennelly, Barbara Muldoon and Joyce Radochia. David Castiglioni and Frank Murphy were absent. Also attending was Library Director Maryellen Loud.

Approval of Minutes

The minutes of January 15, 2008 were approved unanimously on a motion by Ms. Radochia; seconded by Ms. Muldoon.

Communications

Joyce Radochia reported that Geraldine Tremblay of the Cyrus Dallin Art Museum Board of Trustees inquired whether an oil painting by Cyrus Dallin could be purchased with library art print trust funds. Ms. Tremblay is willing to attend the Board's April meeting to discuss this. The Board took this under advisement.

Ms. Loud presented a request from the Planning Department that the Board write a letter of support for the Town's application to the Massachusetts Historic Commission for a grant to restore the wall along Mass .Ave that borders the library and the Olmsted Garden. The letter should include endorsement of placing a preservation restriction on the area. Ms. Deal made a motion to write a support letter; seconded by Ms. Radochia; Passed unanimously.

Meeting with Finance Committee Liaison

Mary Margaret Franclemont from the Finance Committee met with the Board to discuss the FY2009 budget request. Concerns were raised over sufficient funding for building repairs and the lack of funding for Sunday hours, a full-time Technology Librarian and a part-time Public Relations Coordinator. The Board also raised the issue of book money going to the general fund instead of being retained by the library for replacements.

Director's Report

Trustees reviewed the written report of the director for January 2008. Ms. Loud also explained that a high school student had donated two devices ("Kill-A-Watt") that monitor electrical consumption of appliances for circulation to patrons. She also gave an update on the status of her report regarding the "financial summit" suggestions including

the move of Fox to the Gibbs. Ms. Loud expressed concern that there was no means to lock off the Community Room when it was not in use. She had consulted the town's building inspector about the feasibility of installing a sliding grate there and he advised that an architect be hired to prepare a proposal for his review. Ms. Muldoon made the motion to allocate $200 from staff development trust funds for a visit by an architect to evaluate the feasibility of adding a safety feature to the Community Room; seconded by Ms. Radochia. Passed unanimously. Nancy Gentile has scheduled a series of four workshops on financial planning to be given by a local Chamber of Commerce member as an experimental program.

Trust Fund Report

Ms. Fennelly and Ms. Muldoon reported on their meeting with Town Counsel John Maher to discuss Trust Funds. Mr. Maher will review the trust fund documents and he and Town Treasurer Steven Gilligan will attend the next trustee meeting. Mr. Maher advised that it is the responsibility of the town treasurer to invest the trust funds and the Trustees to handle expenditures. The purpose of the joint meeting is to maintain open communication between the trustees and the treasurer.

Fundraising

Ms. Fennelly, Ms. Gandek-Tighe and Ms. Loud met with Town Manager Brian Sullivan to discuss fundraising. Mr. Sullivan supports the idea of a gala (wine and cheese reception) to highlight visibility. He approved the idea that the trustees fundraise for additional hours, especially Sundays. Ms. Gandek-Tighe urged that asking for funds for additional hours would be attractive to people and help to establish a habit of giving. The Trustees agreed to contact businesses this spring and to communicate with the Friends of the Library regarding its mailing list. The gala will be scheduled for the Sunday of the Town Day weekend in September.

Meeting Room Rental

Ms. Loud reported that she had received twenty-two responses from MLN libraries regarding charging fees to non-profits and businesses for use of meeting space. Fourteen libraries offer space to non-profits free of charge. No libraries allow businesses to use the space for free. Rates range from $15 to $150; ten libraries do not allow profit-making groups to use at all. Ms. Loud will propose a rate schedule for trustee consideration.

Review of Policies

Ms. Fennelly and Ms. Loud will review library policies and report at a future meeting.

Author Program

Ms. Loud will contact Dick Haley regarding Robert Parker as a speaker this spring. Ms. Deal also suggested Sue Miller.

Community Read

Ms. Loud listed the books under consideration and asked for other suggestions.

Other

The Board granted Ms. Fennelly flexibility in working with the Board of Selectmen in regard to naming an award after Margaret Spengler and having the Selectmen vote no action on the warrant article.

Adjournment

The meeting was adjourned at 8:55 PM.

Respectfully submitted,

Patricia Deal and Maryellen Loud

Robbins Library Board of Trustees
January 15, 2008

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the December 11th meeting were approved with one correction, on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

1. Ms. Loud read two laudatory notes from patrons. Francis Knott praised the library collections and the excellent staff, particularly noting the able assistance of Amanda Mathiesen of the Reference staff. The Dean family sent holiday greetings, along with appreciation for the dedicated staff, especially Barbara Fulchino, Nancy Gentile and the library director for her oversight. 2. Michele Meagher of the Chamber of Commerce requested an exemption to the meeting room policy. She hopes to charge a small fee to Chamber members who attend programs held in the Community Room, to cover mailing, publicity and materials expenses. After some discussion, Mr. Murphy made a motion, seconded by Ms. Gandek-Tighe, to allow these fees, for a period of one year. During this period, a long-term decision will be considered. Approved unanimously.

Director's Report

Trustees reviewed the written report of the director for December 2007. Ms. Loud distributed a progress report on the study of initiatives suggested at the citizen financial summits. This report will be submitted to the Town Manager. One item "charging the business community for use of the meeting rooms", elicited discussion of the pros and cons of changing the library meeting room policy. The Board consensus was that this looked like a good possibility. A separate report examining school/library functions has been completed. Ms. Loud asked the Board to revisit a vote that was taken at the November meeting to allocate $6,000 for the purchase of 3 new AV bins. She requested an additional $2,370 to purchase additional matching units. Ms. Radochia made a motion to allocate this amount from the Kathleen Case fund; seconded by Mr. Murphy. Passed unanimously.

Munistat Presentation

Ms. Loud showed the Board the PowerPoint presentation that she had prepared as a project for the Town Manager and had already presented to the Board of Selectmen. The purpose was to study the funding of the audiovisual collection and compare it to that of nine similar libraries. Arlington's funding was ninth out of the ten communities studied, leading to the conclusion that the AV collections are under funded.

FY08 Budget Update

The budget review has been completed by the Town Manager's office. No new salary requests were funded, including Sunday hours. All expense items are expected to be level funded. Finance Committee liaisons will attend the February or March Board meeting.

2007 Annual Report

Ms. Loud distributed a draft version of the annual report. Some revisions to the text were made. A trustee photo was taken for inclusion in the report.

Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon updated the Board on the status of trust fund spending. Of the unrestricted funds, 20% has been spent at the mid point of the fiscal year. Of restricted funds, 31% of the year's allocation has been spent thus far. Only 11% of the allocations from the Robbins Art and Robbins Print funds has been expended.

Mid-Year Report of the Russell Fund Liaison

On behalf of Mr. Castiglioni, Ms. Loud gave the mid-year report of Russell Fund spending. Overall, 50% of the allocated monies has been spent.

Mid-Year Evaluation of Trustee and Administrative Goals

Ms. Loud apprised the Board of the status of the activities related to the administrative goals. The Board re-affirmed the trustee goals, with some revisions: Change 1A to read "Advocate for adequate hours of operation for the library system, collections and staffing for this year". 4E, F and G will be further studied in the context of a comprehensive financial/development plan.

Warrant Articles

Two warrant articles will be submitted for inclusion at this spring's Town Meeting: 1.To establish a revolving fund to accept revenues from public vend printers and photocopiers which will be leased with funding from the town's capital plan. Monies will be used to purchase paper and toner for the machines. 2.To create a committee to plan the Margaret Spengler Lecture Series.

Fundraising

Ms. Gandek-Tighe distributed a preliminary assessment of library fundraising. She asked the trustees to examine the report and provide feedback. Further discussion will take place at a future meeting.

Author Program

Ms. Deal talked about possible speakers for a program with a projected date of early April. Some suggestions given were Sue Miller, Russell Banks and Allegra Goodman. Ms. Fennelly will consult a recommended author list published by the Boston Globe.

Funding for Appraisal of Art Objects

The Town Manager's office advised Ms. Loud that all art objects should be re-appraised for insurance purposes. The Board asked Ms. Loud to obtain estimates of the work and will discuss funding options at a future meeting. The possibility of a staged project was raised.

Friends of the Library Update

Ms. Diminture apprised the Board of the status of the Friends' activities. The second annual children's/young adult book sale will take place on Saturday, March 15th, with a sorting day of March 8th. Donations for the sale will be accepted starting February 25th. On Thursday, February 28th, the Friends will host genealogist Christine Sweet-Hart who will present an intermediate level genealogy program. Also presenting will be library staff member Jennifer DeRemer who will discuss sources available through the library and online databases. On Thursday, March 6th, Martha Parravano of Horn Book Magazine will do a booktalk on good books for children. Discussion continues about a possibility of hosting a spelling bee for children. The Friends annual meeting will take place in April, with a music program as entertainment. New bookmarks have been printed and a newsletter is being worked on.

Other

Ms. Muldoon, Ms. Fennelly and Mr. Murphy will meet with John Maher regarding trust funds. Ms. Fennelly will conduct one more "To Kill a Mockingbird" book discussion with members of the town's Human Rights Commission.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Mr. Murphy. The next meeting will take place on Tuesday, February 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting – 1/15/08

– Call to order: The mtg. was called to order at 7:20. Attending were Trustees Frank Murphy, Barbara Muldoon, Katharine Fennelly, Patricia Deal, Joyce Radochia and Kathryn Gandell-Tighe. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Liminture.

– Approval of Minutes – The minutes of the ~~Nov~~ Dec. 11th meeting were approved as corrected on a motion by Ms. Muldoon; seconded by Mr. Murphy.

– Communications –
① Ms. Loud read a note from a patron, Francis Knott, praising the library collection and the excellent staff, particularly Amanda Mathiesen of the Reference dept.

– Ms. Loud read a letter from the Dean Family expressing appreciation for the dedicated

Staff, esp. Barbara Fulchino & Nancy Gentile and the director for overseeing such a wonderful group. (holiday wishes)

③ Request from Michele Meagher to be able to charge COM members when they host a program at the library, (to cover mailing costs, publicity and materials) Discussion ensued about making this exception to the meeting room policy. Ms. Murphy made a motion, seconded by Ms. Sandell-Tighe, made a motion to allow the COC to charge for expenses at library events and for the library to receive whatever fundraising assistance for a period of one year while a long-term decision is considered. Approved unanimously.

— Director's Reports - the Dec. report was read. Ms. Loud apprised the trustees of summit initiatives that are being studied. A status was given on 6-7 items. Ms. Loud will be updating the town manager on the

progress of the studies. One item is charging the business Community for use of their meeting rooms. Discussion took place about the pros + cons. The Board Consensus was that this looked like a good possibility. A report examining school/library functions has been completed.

$6,000 vote in Nov. for purchase of 3 new AV bins was re-visited as Ms. Loud requested an addition
2,370 al $2,370 for additional matching units.
Ms. Radochia made the motion to expend this amount from the Kathleen Case fund; seconded by Mr. Murphy. Passed unan.

— Munistat presentation by Ms. Loud - Ms. Loud showed the PowerPoint presentation that she prepared as her Munistat project and has already presented to the BoS. The purpose was to study funding of the AV Collection and the Compari-

son of same to 9 other Comparable libraries. The Conclusion is that the Arlington Collection is under funded.

- FY 08 Budget Update – All new requests were removed. The utilities line item was decreased. Ms. Loud has not seen a final version from the Manager's office, but expects that it will be level funded. Finance Committee members will attend the Feb. or March meeting.

a $3000 increase was given for materials

- 2007 annual report – Ms. Loud distributed a draft version of the annual report. Also distributed were suggestions for text revisions and a bulleting of the list of future activities.

- Mid-year report of Trust Fund liaisons – Ms. Muldoon updated the Board on spending in the Trust funds.

Unrestricted – 20% has been spent at the mid-point

Restricted funds - 31% of the total has been spent thus far.
11% of budget for Robbins Art & Print Funds has been expended.

Ms. Loud gave the mid-year report of the Russell Fund spending - overall, 50% of the allocated monies have been spent at the mid point of the year.

on behalf of Mr. Castiglione - mid-year evaluation of Trustee & Admin goals
The Board re-affirmed the goals with some revisions:
1.A. - Advocate for adequate...
Studep 4E, F & G
Administrative - Ms. Loud apprised the Board on the status

- Warrant articles (2)
① to establish a revolving fund to accept revenues from public vend printers and photocopiers (which will be leased from the town's capital plan). Monies will be used to purchase Con-

sumables. ② To Create a Committee to plan the Peg Spengler lecture series.

— Fundraising - Kathryn Gandek-Tighe passed out a preliminary assessment of library fundraising. She asked Board members to thoroughly examine the report and give her feedback. Further discussion at a future meeting. $19,461 was raised last year. This year, the total is close to $21,000.

— author program — Ms. Neal talked about possibilities for the spring program. Sue Miller is one potential speaker. Russell Banks is another thought. His new book is a novel set on the cusp of the 2nd World War. Allegra Goodman was suggested by Ms. Muldoon. Ms. Fennelly had a suggested list from the Boston Globe. Early April is the projected date.

— Funding for appraisal of art objects – Nancy Gal. has suggested that all art objects should be re-appraised for insurance purposes. Ms. Loud was instructed to obtain estimates and then funding will be discussed at a future meeting. Perhaps such a project could be done in stages.

Friends Update –

Other

— Selectmen Honor Awards – one is Public Service Award. Ms. Fennelly would like Elaine Shea to convince the Board to name this award after Margaret Spengler

? what to write in minutes

Ms. Muldoon, Ms. Fennelly & Mr. Murphy will meet with ~~M~~ John Meagher regarding the Trust funds. Ms. Fennelly will

F.L. C.

do one more TKAM book discussion with the Human Rights Commissio

adjournment - the next meeting will be Feb. 12th. The meeting was adjourned at 9:20 on a motion by

Robbins Library Board of Trustees
December 11, 2007

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Patricia Deal. David Castiglioni and Joyce Radochia were absent. Also attending were Library Director Maryellen Loud and ~~Assistant Director Cynthia Diminiture.~~

Approval of Minutes

The minutes of the November 13 meeting were approved on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

A letter of thanks was read from Nancy Gentile.

Director's Report

Mr. Murphy asked questions about the ongoing lighting issues. Ms. Loud reported on her meeting with the lighting consultant. Recommendations are under review with the town.

FY2009 Budget Submission

Ms. Loud reported on the status of the budget. She met with the Deputy Town Manager to discuss the budget. It awaits review by the Town Manager.

Calendar/Grant Request

A request to sell a calendar with an associated grant request was discussed, as well as an additional sale currently being made of a photo taken inside the library. Ms. Muldoon made a motion that the Board does not give permissions to the individuals to sell interior photographs of the building for commercial purposes. The motion passed unanimously.

Summit Ideas Regarding the Library

Ms. Loud updated on all the suggestions made during the Summit.

- Rental income at the Fox - Ms. Loud will coordinate with Selectmen Hurd to continue meeting with the Fox Revenue Study Committee; Vending machines at the Fox – pending; Increased rental fees for meeting room - discussed but not finalized
- Moving Fox to Gibbs and selling Fox- Ms. Loud is studying
- Allow businesses to use Community Room at Robbins for a fee- Ms. Loud will survey other libraries

- Increase fundraising - being considered
- Regionalized software packages - Ms. Diminture will handle
- Combining school and community libraries - Ms. Loud is writing up her findings
- Increase advertising for rental of town special places (Reading Room)- Ms. Loud is working on.

Fundraising Discussion

Ms. Gandek-Tighe asked for background about prior fundraising activities conducted by the trustees. Additional ideas were discussed such as a special event, sales of an item such as a beach towel or note cards or a wine tasting. Ms. Gandek-Tighe discussed several possibilities including coordinating more closely with the Friends and increasing a list of businesses to be solicited.

Furniture and Shelving Project

The designer has been chosen and a design is underway for the new Circulation Desk that is the gift of a donor.

Children's Room

The possibility of painting a wall blue to liven it up was discussed.

Submission of Warrant Article

The current arrangement with the vendor for the public and staff copy machines and public vend printing is no longer viable. Capital funding has been requested to lease these machines. If approved, a warrant article at Town Meeting will be needed to establish a revolving fund to accept the proceeds of fees charged for the use of the public printers and copy machines and to purchase supplies from this account.

Spengler Lecture Series

The phenomenal work of Ms. Radochia and others was praised. Ms. Fennelly brought up the possibility of a warrant article being put before Town Meeting to establish the lecture as a town function. She will move forward with this.

Spring Author Program

Ms. Muldoon proposed a hiatus for the spring in view of the cost of the Shaheen lecture. This and other possibilities are under consideration.

Friends Update

The use of the official logo of the Library by the Friends was discussed. The suggestion was made to modify with a point of differentiation.

Other Business

Ms. Muldoon is now chair of the Trust Fund Study Committee for the town. The possibility of the Dallin Committee approaching the library to buy prints that could be exhibited was mentioned.

Adjournment

The meeting was adjourned at 9:35 PM. The next meeting will be held on January 15th at 7:15 PM.

Respectfully submitted,

Kathryn Gandek-Tighe

Robbins Library Board of Trustees
November 13, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. The Board welcomed its newest member, Kathryn Gandek-Tighe. She is a twenty-year Arlington resident, mother of three and has experience as a professional fundraiser.

Approval of Minutes

The minutes of the October 9th meeting were approved on a motion by Ms. Muldoon; seconded by Ms. Deal.

Communications

The Board members asked Ms. Loud for a status report on the health of Mr. Castiglioni. He is expected to miss several more meetings due to ongoing rehabilitation.

Director's Report

The Board reviewed the written report of the director. Questions were asked about lighting issues and the N.E. Library Association conference. Ms. Loud apprised the trustees of a promised donation to fund a permanent fixture in the library. Two vendors have been engaged to propose designs for a new circulation desk.

FY2009 Budget Submission

Ms. Loud distributed the following handouts: 1.FY09 Budget Narrative 2. Preliminary FY09 Budget Request Summary Sheet 3.FY09 Budget Preparation-Expenses
The budget to be submitted to the Town Manager's Office includes the following new requests: 1.Sunday operating hours 2.Upgrade to a full-time Technology Librarian position 3.Part-time Public Relations Coordinator position. Ms. Loud explained the requests for expenses. The municipal appropriation formula for State Aid eligibility was discussed. Ms. Loud will keep the Board apprised of the budget process.

Fundraising Solicitation Letter

Ms. Fennelly, Ms. Muldoon and Mr. Murphy met last week to review the preliminary budget request. At that meeting, they discussed the possibility of a fundraising campaign for Sunday operating hours in lieu of soliciting funds for a broader range of materials/services. Ms. Loud explained the service ramifications of a deficit in these other line items. There are personnel/contractual obligations relating to Sunday hours. Discussion took place about the pros and cons of a general solicitation vs. a targeted campaign for Sunday funding. Ms. Gandek-Tighe offered some fundraising advice. The consensus of the Board was to send the general solicitation letter at this time and to consider a business solicitation at a later date.

Author Program

The turnout for the program with Claire Cook was disappointing, although she was an engaging speaker. The decision was made not to hold future author programs in October as this month is devoted to activities related to the Community Read program. The Board will entertain suggestions for a speaker for the spring author program.

Margaret Spengler Lecture Series

Jeanne Shaheen will be the speaker at the inaugural program of the Margaret Spengler Lecture Series on Tuesday, November 20th in the Town Hall auditorium. Ms. Fennelly will welcome the audience. Ms. Radochia and Tom Spengler will offer reminiscences of Mrs. Spengler and Ms. Radochia will introduce the speaker. After the talk, there will be a reception in the Selectmen's Hearing Room.

Photographer Request for Fundraising Calendar

A photographer who has a Reading Room exhibit scheduled for next fall proposes to create a fundraising calendar for the library. The sale would launch on Town Day and 50% of the profits would go to the library. Since the fundraising potential would be limited, the Board decided not to support this project.

Robbins Print Fund Personnel Request

Nancy Gentile submitted a payment request for 65 hours of work on the Robbins print collection, at a total cost of $1,698. Ms. Deal made a motion to allocate this amount from the Robbins Art Fund; seconded by Ms. Radochia. Passed unanimously.

Annual Report Outline

Ms. Loud distributed a draft outline. A trustee photo will be taken at the next meeting.

Security Cameras

The security cameras have been installed but will not be operational until a defective piece of equipment is replaced. Town Counsel notified Ms. Loud that there is no legal requirement to post signs regarding the use of the cameras. Of 8 libraries polled, only 2 post signs. The consensus of the Board was to forego the signs but to place a monitor on the Circulation Desk as an indicator that cameras are in use.

Update on Shelving/Furniture Project

Ms. Loud updated the Board on the status of the reorganization/shelving project. There is a need for three additional AV display/storage units at a cost of $2,000/unit. Ms. Radochia made a motion to expend up to $6,000 for the purchase of three units from the Kathleen Case fund; seconded by Mr. Murphy. Passed unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Mr. Murphy. The next meeting will be held on December 11th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustee Meeting - November 13, 2007

- The meeting was called to order at 7:22PM. Attending were trustees Katharine Fennelly, ~~Catherine~~ Kathryn Gandek-Tighe, Frank Murphy, Patricia Neal, Barbara Muldoon and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and ass't. Director Cynthia Dimintire
- Approval of Minutes - the minutes of the Oct. 9th meeting approved on a motion by Ms. Muldoon; 2nded by Ms. Neal.

- Kathryn Ganek-Tighe K.G.T - Has lived in Arlington for 20 years - 3 children who attend Dallin School. Has been Dallin PTO president and previously worked at MIT in fundraising (development office for Engineering Dept.) Trustees welcomed her as the newest member of the Board.

- Director's Report - The Trustees reviewed the written report of the director. Questions were asked about lighting issues, NELA Conference, etc.

-2-

- Mtg. ō donor for ~~patent~~ permanent fixture - A previous donor has promised to fund a permanent fixture for the library. Ms. Loud explained this project to the trustees. Two vendors have been engaged to propose designs for a new Circulation desk. ~~design~~

- FY09 Budget Submission - Ms. Loud distributed Copies of:
  ① FY09 Budget Narrative
  ② Preliminary FY09 Budget Request Summary Sheet
  ③ FY 09 Budget Preparation - Expenses

New requests: Sunday Hours, upgrade to a full time tech librarian, Part-time Public Relations Coordinator. Ms. Loud explained the requests for expenses. The Municipal Appropriation formula for State Aid eligibility was discussed.

Ms. Hould will keep trustees apprised of the budget process.

- Fund raising solicitation letter - the fund raising subcommittee met last week and discussed the possibility of soliciting to pay for Sunday hours rather than for a broader range of goods/services. Ms. Hould explained the sacrifices that would be required if all solicitation monies were directed to Sunday operations rather than other items. Since there are employee contractual obligations related to this, Ms. Hould consulted the Town Manager. If Trustees want to go forward with this, he hopes that it will be seen as a long-term committment. Sunday hours should not be reinstated one year and then withdrawn the next. Discussion ensued about the general solicitation vs. a targeted campaign for the Sunday hours funding. Ms. Gandek-Tighe offered her

fundraising expertise. The consensus was to send the general letter at this time and to consider a business solicitation at a later date.

- Author program - The turnout for the Claire Cook program was disappointing. It was decided that there will not be further oct. programs, so as not to overlap with the Community Read programs. An author will have to be selected for the spring program.

- Spengler lecture series - Nov. 20th at Town Hall - Jeanne Shaheen will be the featured speaker. Ms. Fennelly will make ~~intro-~~ductions welcomes. Tom Spengler and Joyce Radochia will give reminiscences of Mrs. Spengler. Ms. Radochia will also introduce the speaker. After the speech, there will be a reception in the Selectmen's Hearing

Room.

- Photographer Request for fundraising Calendar - a photog., scheduled to do a Reading Room exhibit next Fall, proposes to do a fundraising Calendar for the library (produce for $8/ and
$41 sell for $16) - Launch the sale on Town Day. 50% of the profits would be given to the library. The artist has applied to the Arlington Arts Council for funding of $900 to initiate the project. Since the proceeds from the calendar may be small, the Trustees had limited enthusiasm for supporting a Calendar sale.

Rob. art fund
1698
- Robbins Print Fund Personnel Request - From Nancy Gentile for 65 hrs. for a total of $1,698.
2 exhibits Conf. Room <- Ms. Deal moved to allocate ->

projects, inc. → rare book appraisals Ken Gloss
org. archival print files.

the amt. from the Robbins Art Fund; seconded by Ms. Radochi passed.

- Annual Repair outline - was distributed
  [Photos for next mtg.]

- Security cameras - Have been installed but are not yet operational due to a defective piece of equipment. Ms. Gould asked Town Counsel about signage for notifying people of use of video cameras. There is no legal requirement for this. Of 8 libraries polled using cameras, only 2 posted signs. The consensus was not to post signs but rather to have a circ. desk monitor as the indicator of camera usage.

- Update on shelving/furniture project - Quote on AV display units - $2,000/unit. Ms. Gould requested the purchase of 3. Ms. Radochia made a

$6,000: ~~[illegible]~~ Kaileet fund

Motion to expend up to $6,000 for 3 units from the Kathleen Case fund; seconded by Mr. Murphy. Passed.

-Other. Ms. Lord / Ms. Fennelly updated the trustees on the condition of trustee David Castiglioni.

The meeting was adjourned at 9:20 on a motion by Mr. Murphy.

The next meeting will be held on Tuesday, Dec. 11th.

Robbins Library Board of Trustees

October 9, 2007

Book Discussion

Board members participated in a forty-minute discussion of the library's Community Read selection "To Kill a Mockingbird", led by Trustee Chair Katharine Fennelly.

Call to Order

The meeting was called to order at 7:50 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the September 11th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

A letter was received from poet Miriam Levine proposing a book signing of her book "The Dark Opens", to be published in January. Proceeds would be given to the library. The Board agreed to allow the use of the Reading Room for this event, with Ms. Loud coordinating the details.

Director's Report

Discussion took place about The Taste of Arlington event and library programs.

Budget Report

There is nothing yet to report. Ms. Loud will keep the Board apprised of the process.

Financial Summit Recap

Ms. Loud discussed the process used at this meeting. During a prior summit, services were prioritized and ideas were discussed to raise revenue or save money. At this one, participants were charged with thinking of more ideas and then prioritizing them. For the purposes of the exercise, Libraries and Human Services were joined together. Some suggestions were: Rental of space at the Fox Branch Library, Fees for business

semi- Colons

use of the Community Room at Robbins, Move Fox to the Gibbs School building, Increase the annual fund drive, Increase advertising for the rental spaces, Combine school and library functions. Ms. Loud will evaluate the usefulness of the suggestions and prepare a report.

Fundraising Letter

A draft of this year's solicitation letter was distributed. Changes in wording and syntax were suggested. The plan is to send the letter by the end of October.

Author Program

A flyer for the November 4th program with Claire Cook has been mailed and a poster will be mounted in the lobby tomorrow. An honorarium was discussed. Ms. Muldoon and Ms. Fennelly volunteered to bring refreshments. Nathaniel Philbrick sent regrets for the spring author program. Trustees will need to consider other potential speakers.

Spengler Lecture Series

The sub-committee for the inaugural event in the Margaret Spengler lecture series held a meeting prior to the Board meeting. Attending were Joyce Radochia, Patricia Deal, Mark Spengler and Elaine Shea. The program, with Jeanne Shaheen as the speaker, will take place on Tuesday, November 20th in the town hall auditorium. The Board talked about funding for the event. Since the Selectmen had previously agreed to co-sponsor the lecture series, it is hoped that they will share the costs. This would provide seed money for the series and fundraising would be undertaken in future years to sustain it. Ms. Deal made a motion; seconded by Ms. Muldoon, that the Board of Trustees contribute $1,000 from the Farmer Fund toward the inaugural event in the Margaret Spengler lecture series, with a provision for joint sponsorship with the Board of Selectmen. Passed unanimously. Invitations will be sent to members of town boards and commissions and town meeting members. Details are still to be worked out regarding the program order, refreshments, flowers and publicity.

Friends of the Library Update

Ms. Diminture apprised the Board of the status of the Friends' activities. They will be sponsoring the benefit performance of "To Kill a Mockingbird" by the Arlington Friends of the Drama on Sunday, October 14th, in cooperation with the library's community read project. On Thursday, October 25th, the Friends will host storytellers Diane Edgecomb and Kate Chadbourne for "Tales of the Supernatural", spooky stories for adults. On Thursday, November 8th, Leith Colen , editor of "The Book Bag" will visit the library for a book talk. A firm date, May 15th, has been set for the Antiques Appraisal Evening with Stuart Whitehurst of Skinner, Inc.

Funding Requests

Ms. Loud requested that the Board provide funding for several purchases, including additional paperback shelving and CD displayers, security cameras, upholstering of chairs and appraisal of prints and art objects. The paperback collection has already been extensively weeded and more shelves are still needed. Some existing spinner racks will be replaced with metal shelving. CD displayers do not hold as many CDs as originally anticipated, so additional units will be needed to adequately house the collection. Several chairs in the Children's Room need re-upholstering. Books of art prints and several art objects are in need of updated appraisals. The Board was favorably disposed towards all of these projects, but asked Ms. Loud to bring more precise cost estimates to a future meeting.

Chamber of Commerce Award Ceremony

Nancy Gentile will be the recipient of the 2007 Employee of the Year award from the Chamber of Commerce. It will be conferred at an awards dinner on November 14th. Mr. Murphy made a motion; seconded by Ms. Deal, to allocate up to $300 from the staff recognition budget for the purchase of a table so that staff members may attend the dinner. Passed.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Mr. Murphy. The next meeting will take placed on November 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - October 9, 2007

— Book discussion - TXAM

- Call to order - The meeting was called to order at 7:50. Attending were trustees Patricia Deal, Katharine Fennelly, Joyce Radochia, Barbara Muldoon and Frank Murphy. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Mr. Castiglon was absent.

- Approval of Minutes - The minutes of the Sept. 11th meeting were accepted as written on a motion by Ms. Deal; seconded by Mr. Murphy.

- Communications
  1. Letter from poet Miriam Levine ~~asking~~ proposing a book signing & sale of a book to be published in January (The Dark Opens). Proceeds would be given to the library.

- Director's report - Discussion about Taste of Arlington, programs

-Budget update-nothing yet to report. Ms. Lord will keep the board apprised.

— Financial summit re-cap — The Process - At the last summit, ideas were raised to raise revenue or save money but not eliminate services. Combine town/school library functions. At this meeting, participants were to come up with more ideas and then prioritize.

was one along etc. with ideas for human services

Libraries + Human Services were categorized together. Mentioned were: ① Charging for loan of other items than DVDs
② Raise fees for DVDs
③ Rental in Comm-Fox ④ Move of Fox to Gibbs ⑤ Rental of Robbins Community Room ⑥ Increase the annual fund drive ⑦ Internet Cafe for Fox - fee based ⑧ Combine school/library functions ⑨ Increase advertising of rental space(s). Ms. Lord will be charged with evaluating the usefulness of these and then giving a report.

- Fundraising letter - a draft of this year's letter was distributed. Changes were made in wording + syntax. The plan is to send the letter by the end of October.

- author program - Poster will be put up tomorrow. A flyer has been mailed. An honorarium was discussed. Barbara will bring drinks + Kathy volunteered to make cookies. Ms. Ford will introduce the speaker if a trustee cannot. Nathaniel Philbrick sent regrets for a future (spring program. He was a Mass Book Award winner. Another author will have to be considered.

- Spengler Lecture series - the sub-committee held a mtg. prior to the Board mtg. Attending were Elaine Shea, Mark Spengler, Joyce Radochia and Pat Neal. Ms. Radochia has been in contact with Jeanne Shaheen's office but has not had a recent response. An honorarium was discussed. Shawsheen Tech. will do printing at cost.

Questions about budget for flowers, town hall rental, food (pastry + punch) order - program of introductions (Spengler family + town rep), speaker, open reception. Selectman's hearing room will be the site. Invitations will be sent to town Boards + Commissions and Town Meeting Members. League of Women Voters and Town Democratic Committee can disseminate via email. There will be a Town Hall sandwich board. The Board will be kept apprised. Budget -

- Friends update - Ms. Diminture gave a verbal report of the activities.

Board of Trustees agree to partially fund the series, but expect a contribution from the Selectmen, who are co-sponsors. This would be seed money for the project. In future years, fund-raising would be undertaken.

~~Ms. Radochia will come to the next~~
~~of Board Meeting~~ A motion was made by Ms. Deal to contribute up to $1,000 from Farmer Fund toward the Margaret inaugural event in

Garner Fund & provision for → Spengler lecture series; 2nded by Ms. Muldoon, with the financial joint sponsorship ~~with~~ by the Board of Selectmen. Passed unan.

Funding requests:

- Pb shelving and AV display unit funding – additional needed. Pbs have already been seriously needed. New shelving is desired over existing spinners [$5400 for unit with end panel]

AV – CDs have already overrun the new displayers. They are not adequate. CDs are now housed in several different types of shelving (4), a patch-cloth of old & new. Ms. Lord would like to purchase additional units for space & match of furniture. Children's Room upholstering of Chairs as well as converting some Chairs backs to wood.

Appraisal of Books of Prints – Ken Gloss will appraise – amt?

Appraisal of art objects –

art objects here have not been appraised in years. However, there is no source of municipal money for this. Ms. Nord will come back to the Board with more exact costs. The Board was favorably disposed to these projects.

-Chamber of Commerce Award Ceremony - Nancy Gentile will be the recipient of the town Employee of the Year Award. Mr. Murphy
made a motion to authorize
Mov. 8 up to $300 for the purchase of
a staff table; 2nd by Ms. Neal,
10 to come from staff recognition
fund.

Motion to adjourn by Mr. Murphy @ 9:50 PM.

Robbins Library Board of Trustees
September 11, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni and Barbara Muldoon were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Mark Spengler.

Approval of Minutes

The minutes of the August 21, 2007 meeting were approved with corrections on a motion by Ms. Radochia; seconded by Mr. Murphy.

Communications

1.A thank you note was received from David Castiglioni for kindnesses extended during his recent hospitalization. 2. Ms. Loud distributed a flyer regarding the joint conference of the MA Library Trustee Association and the MA Friends of Libraries on Saturday, October27th.

Director's Report

An August "highlights" report was distributed. Questions were asked about carpeting, summer reading programs and the popular family concert.

Margaret Spengler Lecture Series

Mark Spengler visited to discuss the planned Margaret Spengler Lecture Series in memory of his mother. He expressed thanks and delight on behalf of his family that the Board of Trustees and Board of Selectmen have created this series. They feel that this lecture series will be the perfect venue to honor their mother's life, work and civic interests. Mark offered assistance with seeing that this becomes a formalized, ongoing series (perhaps bi-annually) with an endowment and fundraising mechanism. A suggestion was made to split lectures between national and Arlington speakers. The finalized date for the inaugural program with Jeanne Shaheen

is November 20th. A working group will have to be formed to carry out all the planning details. Mark will provide a list of invitees for an "invitation only" reception on the day of the lecture. A suggestion was made to have the program filmed by Comcast. Ms. Radochia will keep the Board apprised of progress on the event.

Approval of FY08 Trustee Goals and Timeline

Sections 4E, F and G were added by Ms. Ruderman to the existing FY08 Goals and Objectives. These "financial" items were taken from the development plan. Ms. Ruderman suggests drafting the annual solicitation letter and sending it by the end of October/beginning of November. Trustees are also asked to provide new names for the donor solicitation. Ms. Ruderman will work on making the business donor list current. Timeline dates were attached to some goals/objectives. The updated goals were approved on a motion by Ms. Deal; seconded by Ms. Radochia. Passed unanimously.

Review of the Author Policy

Some clarifications to the existing policy were discussed, such as the definition of an author, what qualifies as local and how frequently an author is allowed to present. Some changes were made to the policy, including changing the sentence regarding national and local authors. The policy was amended on a unanimous vote.

Policy on Art Exhibit Opening Reception

The artist scheduled to exhibit in the Reading Room has requested permission for an opening reception in the room, on Saturday, October 8th, during open library hours. This was approved and the policy will be updated to reflect the possibility of future opening events.

Schedule of Holiday Closings

The schedule proposed by Ms. Loud was approved on a motion by Ms. Ruderman; seconded by Mr. Murphy.

Upholstering of Chairs

Ms. Loud updated the board on expenditures for the carpeting/reorganization project. She explained that there are many chairs (children's, young adult, staff areas) that are in need of reupholstering. The Board directed Ms. Loud to obtain price estimates and make a funding request at a future meeting. She will also request funding to purchase end panels and canopies for new low shelving in the Children's Room.

Clarification of Prior Vote

Ms. Loud presented a request from Nancy Gentile that the Board revisit the issue of a request for the return of an Abraham Lincoln print to the family of the artist. Some trustees asked Ms. Loud to research the legalities of de-accessioning municipal property. Also, a current estimate of the work's value must be obtained. Ms. Deal made a motion to table a vote until all information is received; seconded by Mr. Murphy. Passed with one abstention.

Approval of FY07 Russell Fund Report

The trustees received the written report of the Russell Fund for FY07, prepared by coordinator Liza Halley. Mr. Murphy made a motion to accept the report; seconded by Ms. Ruderman. Passed unanimously.

Preliminary Discussion of FY09 Budget Preparation

Ms. Loud will submit requests for Sunday hours and an upgrade of the part-time technology librarian position to full-time.

Community Read

Ms. Loud distributed a schedule of related events. At the October meeting, trustees will discuss the book, "To Kill a Mockingbird".

Author Programs

Claire Cook, author of "Life's a Beach", will speak at the library on Sunday, November 4th. Ms. Deal will publicize this on the Arlington email list. Flyers will be sent to the Friends of the Robbins Library and to the updated author

Upholstering of Chairs

Ms. Loud updated the board on expenditures for the carpeting/reorganization project. She explained that there are many chairs (children's, young adult, staff areas) that are in need of reupholstering. The Board directed Ms. Loud to obtain price estimates and make a funding request at a future meeting. She will also request funding to purchase end panels and canopies for new low shelving in the Children's Room.

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Ms. Loud presented a request from Nancy Gentile that the Board revisit the issue of a request for the return of an Abraham Lincoln print to the family of the artist. Some trustees asked Ms. Loud to research the legalities of de-accessioning municipal property. Also, a current estimate of the work's value must be obtained. Ms. Deal made a motion to table a vote until all information is received; seconded by Ms. Murphy. Passed with one abstention.

Approval of FY07 Russell Fund Report

The trustees received the written report of the Russell Fund for FY07 prepared by coordinator Lisa Halley. Ms. Murphy made a motion to accept the report; seconded by Ms. Ruderman. Passed unanimously.

Preliminary Discussion of FY09 Budget Preparation

Ms. Loud will submit requests for Sunday hours and an upgrade of the part-time technology librarian position to full-time.

Community Read

Ms. Loud distributed a schedule of related events. At the October meeting, trustees will discuss the book, "To Kill a Mockingbird".

Author Programs

Claire Cook, author of "Life's a Beach", will speak at the library on Sunday, November 4th. Ms. Deal will publicize this on the Arlington email list. Flyers will be sent to the Friends of the Robbins Library and to the updated author program mailing list. Ms. Radochia will introduce the speaker. Ms. Loud asked for a clarification of the Board's relationship with Haley Booksellers. The Board affirmed that it is cosponsoring the library programs with them. The author program policy was revisited. Ms. Deal made a motion to amend Section 1, Item 4, adding a sentence to cover these types of programs; seconded by Ms. Ruderman. Passed unanimously.

Other

Ms. Loud discussed "Taste of Arlington", the fundraiser for the Chamber of Commerce, for which The Robbins Library will be the non-profit beneficiary this year. The poster created to publicize the event was evaluated.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will take place on Tuesday, October 9th at **7 PM** and will include a book discussion.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Mtg. – 9/11/07

- Call to order – The meeting was called to order at 7:20PM. Attending were trustees Katharine Fennelly, Frank Murphy, Patricia Neal, Susan Ruderman and Joyce Radochia. Mr. Castiglione and Ms. Muldoon were absent. Also attending were director Maryellen Loud, Assistant Director Cynthia Diminture and guest Mark Spengler.

- Approval of Minutes – The minutes of the Aug. 21, 2007 minutes were approved with corrections on a motion by Ms. Radochia.

- Communications ① – thank-you note from David Castiglione ② Flyer re: Joint Conference of the MA Library Trustee Association and MA Friends of Libraries Sat. 10/27

- Director's Report – August "high-lights" was distributed.

-2-

Questions were asked about Carpeting, summer reading program and the popular family concert.

- Margaret Spengler Lecture Series - Her son Mark Spengler represented the family in thanking the Board for the lecture series and expressed the family's delight that the lecture series was in keeping with his Mother's life work and interests. Mark also offered his assistance in making sure that this becomes a formalized + ongoing (event) program. (fund-raising Challenge or other ideas for endowment of a permanent series) A suggestion was made to split lectures between national and Arlington speakers. Some ideas were brainstormed. A suggestion was made to have the program filmed by Comcast. The

Nov. 4th - 20 inaugural event

mechanisms for doing this

Reception - Mark will give invitation list.

Working committee needs to begin work soon to make this happen by November 20th!
Intros could be done by different people from her various interests.

— Approval of Trustee Goals and Timeline —

Sections 4 E, F & G were added by Ms. Ruderman to the existing FY08 Goals & Objectives. These "financial" items were taken from the development plan. The updated goals were approved on a motion by Ms. Deal; seconded by Ms. Radochia. Unan.

— Review of author policy —

Ms. Ruderman suggests drafting the annual solicitation letter & sending it by the end of October/beginning of November. Trustees are also asked to provide new names for the donor solicitation. Ms. Ruderman will work on making the business donor list current. Timeline dates were attached to some goals/objectives.

- Review of author policy — Some clarifications to the existing policy were discussed, such as "what constitutes an author", what is meant by local; how often are each author allowed to present?
Some changes were made to the policy, including changing the sentence regarding national & local authors. The policy was ammended on a unanimous vote.

- Policy on art Exhibit opening reception — The artist exhibiting in the Reading Room has requested to have an opening/refreshments in the Reading Room on Sat., 10/8, during open hours. The policy will be updated to reflect the possibility of future opening events.

- Schedule of holiday Closing - Ms. Ruderman moved to approve the schedule of holiday closing, seconded by Mr. Murphy. Unan.

– Upholstering of Chairs & Shelving
Ms. Pond explained that many chairs are in need of reupholstery (YA, Childrens, staff, upper floors). Ms. Pond was directed to obtain price estimates and come back to a future meeting with a funding request. A request will also be ~~ob-tained~~ made for end panels + canopies for low Childrens Room shelving.

25,000
Hag
spent
21,000

10,000
G. Russell
spent

150,000
K. Call
furn
15,342

– Clarification of Prior Vote – Ms. Pond revisited the issue of a request for the return of a Lincoln portrait to the family of the artist. It was asked by some trustees to research the legalities of de-accessioning municipal property. Also, an estimate (cur must be obtained.

Ms. Neal made a motion to table a vote until all info is received; seconded by Mr. Murphy.

– Approval of FY07 Russell Fund Report –

passed with one abstention (Ms. Ruderman)

Trustees received a written report of the Russell Fund for FY07. Mr. Murphy made a motion to approve/accept the Russell Fund report, seconded by Ms. Ruderman. Passed unan.

- Preliminary preparation/discussion of FY09 budget - requests will be submitted for Sunday hours and a full time technology librarian.

- Community Read - Ms. Loud distributed a schedule of related events. At the Oct. meeting, Trustees will discuss the book (7PM meeting)

- Author programs - Claire Cook is coming on Sunday, 11/4. Notices will be sent to the new Author program mailing lists and to the Friends. Ms. Neal will publicize on the Arlington list. Ms. Radochia will do the intro-

Section I - Item 4

duction. Ms. Lord asked to clarify the Board's relationship with Hailey Booksellers. The Board affirmed that the programs are co-sponsored by the library. The author program policy was revisited, with the thought to add a sentence to the policy to cover this type of program. The Consensus was to re-evaluate.

moved by Ms. Deal; seconded by Ms. Rudeman

Other - Taste of Arlington - Ms. Lord discussed the poster created for the event

Next meeting - Tuesday 10/9 @ 7 PM.

Motion to adjourn by Mr. Murphy at 9:40 PM.

Robbins Library Board of Trustees
August 21, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 12, 2007 meeting were approved, with corrections, on a motion by Ms. Ruderman; seconded by Ms. Muldoon.

Communications

1.Ms. Radochia got a confirmation from Jeanne Shaheen that she will be the speaker at the inaugural program in the Margaret Spengler lecture series on Wednesday, November 28th. The program will be cosponsored by the Board of Trustees and the Board of Selectmen. An honorarium will be decided upon. There will be an "invitation only" reception before or after the lecture. A working committee will be needed to plan the event. 2. At the July 12th meeting of the Board of Library Commissioners, the "Conversation Circles" grant was approved in the amount of $12,500. 3. Ms. Loud received a request from the Community Intervention Program of the Northeastern Family Institute to exhibit a quilt in the library. The Board approved this. 4. Ms. Fennelly received a letter from Oakes Plimpton in reply to a letter she had sent him regarding the selection of the Community Read title. Ms. Fennelly also received a follow-up email.

Director's Report

A full June director's report was distributed as was a July "highlights". Questions were asked about staffing and building problems.

Town Day Booth

Ms. Ruderman, Ms. Radochia, Ms. Muldoon and Ms. Fennelly agreed to staff the booth. A gift certificate for The Book Rack will be raffled.

Approval of FY2008 Trustee Goals

Ms. Ruderman will evaluate items from the fundraising plan for inclusion in 4E (Financial). Final approval of the goals was tabled until next month.

Report of FY07 Russell Fund Expenditures and Approval of FY08 Russell Fund Allocations

1.Out of an initial allocation of $39,998, $39,465.31 was spent. Liza Halley will write the annual report of the Russell Fund. 2. A proposal for FY08 of $40,000 was submitted, which includes a slight increase for Coordinator Labor. Ms. Deal made a motion to approve the budget as submitted; seconded by Ms. Ruderman. Passed unanimously.

Report of FY07 Trust Fund Expenditures and Approval of FY08 Allocations

Less than 10% was unspent out of a budget of $52,000 in FY07. Ms. Muldoon explained the expenditures in each of the categories. She also distributed a chart showing all restricted and unrestricted funds with the following breakdowns: Monies Withdrawn, Total Fund Amount, FY07 Unrealized Gains/Losses, FY07 Capital Gains/Loss taken, Income Earned minus Expenses, FY08 Available. Staff requests of $38,349 for FY08 were submitted. Most were honored. Ms. Muldoon made a motion to approve an FY08 budget in the following amounts: $33,385 – Trust Funds/Fundraising ; $5,550 – Robbins Print Fund; seconded by Ms. Radochia. Approved unanimously.

Request for Use of the Meeting Room

The Board discussed a request by Glen Koenig to use the Community Room to present programs of his original videos. This led to further discussion about what constitutes an "author" and with what frequency they are allowed to use the room for programming. The consensus was that this request meets the Community Room guidelines.

Author Program

Claire Cook, author of the new book "Life's a Beach", will be the featured speaker at the author program on Sunday, November 4th. Suggestions were made for a spring program speaker, including Nathaniel Philbrick. On Tuesday, September 25th, William Martin will speak at a program sponsored by Haley Booksellers. He has written a new novel about the Constitution. Barbara Bolt from the Human Rights Commission/Diversity Task Force suggested an author program by Sophie Freud (granddaughter of Sigmund) who has written "Living in the Shadow of the Freud Family". The consensus of the Board was to decline the offer due to a very full schedule this fall.

Community Read

Three book discussions are planned for "To Kill a Mockingbird". A benefit performance of the play by the Arlington Friends of the Drama will take place at 2 PM on Sunday, October 14th. There may also be a movie night and Ms. Loud is trying to arrange a program of blues music. It is hoped that the Board of Selectmen and the School Committee will hold book discussions. Ms. Loud also encouraged the Board of Trustees

to have a book discussion, perhaps prior to a Board meeting. Ms. Loud will email program dates once everything is finalized.

Reading Room Lighting

The consultant's conclusion was that if the room was lighted as originally specified, there would be sufficient lighting to house books. Mark Miano will do an experiment to test this.

Taste of Arlington

This event will take place on Sunday, September 30th at the Whittemore Robbins House. The Children's Room of the Robbins Library is this year's designated non-profit beneficiary. Raffle tickets will be sold on Town Day at the Trustee booth on Massachusetts Avenue and at the Friends of the Library book sale.

Patron Request for Art Print

A request has been received of Melinda McCreven for the return to her family of an Abraham Lincoln print drawn by her great great grandfather Henry Berthrong. Discussion ensued about the propriety and legality of de-accessioning library material by personal request. Mr. Murphy asked Ms. Loud to obtain a report of the condition of the print and an estimate of its current value. She was also directed to send a letter to Ms. McCreven thanking her for her correspondence and affirming that the print cannot be de-accessioned from the collection. A suggestion was made to offer a good quality digital print instead. The original could be restored and framed for display.

Other

Ms. Fennelly presented a first draft of a master Library/Trustee/Friends of the Library calendar. Specific information on Friends' program will be added as dates become firm. The Board of Trustees will regard the second Tuesday of each month as its regular meeting day, with the option to adjust as needed.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Deal. The next meeting will take place on September 11th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - Aug. 21, 2007

Approval of minutes - The minutes of the June 12th mtg. were approved with corrections on a motion by Ms. Ruderman, seconded by Ms. Muldoon.

Attending: Patricia Deal, Katharine Fennelly, Barbara Muldoon, Susan Ruderman, Frank Murphy and Joyce Radochia. Also attending were library director Maryellen Loud and Assistant Director Cynthia Diminture. David Castiglioni was absent.

The meeting was called to order at 7:20 PM.

- Communications

① Ms. Radochia heard from ass't. for Jeanne Shaheen sp? saying that she would like to be the speaker for the Margaret Spengler memorial lecture series. The possible date is ~~Thu~~ Weds 11/28. It will be co-

sponsored by the Board of Selectman and the Library Board of Trustees. An honorarium will be decided. There will be an "invitation only" reception before or after the lecture. A working Committee will be needed. ② July 12th mtg. of the BLC - the "Conversation Circles" grant was 12,500 approved in the amount of $12,500. ③ Request from CIP of Northeastern Family Institute to exhibit a quilt in the Library. They have done a display at Arlington Center for the Arts. Approved. ④ Letter from Oakes Plimpton in response to a letter from Ms. Fennelly regarding the Community Read book selection. Ms. Fennelly also received a follow up email from him.

- Director's Report - A full June director's report was distributed as was a "July highlights" report. Questions were asked about staffing and building

problems.

-Town Day Booth - Ms. Ruderman, Ms. Radochia & Ms. Fennelly will staff the booth. Ms. Muldoon may be able to help for a short amt. of time. A ~~Barnes & Noble~~ Book Rack gift Card will be raffled off.

- Approval of FY2008 Trustee goals - Ms. Ruderman will evaluate & suggest items for inclusion in #4E (Financial) from the fund-raising plan. Final approval will be Tabled until next month.

- Report of FY07 Russell Fund expenditures and approval of FY08 Russell Fund allocations

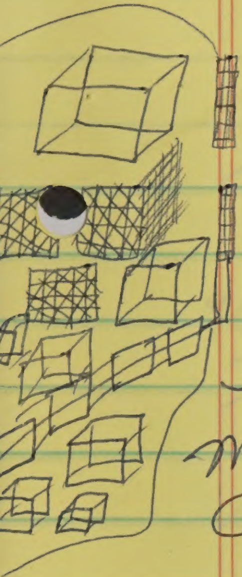
① $39,465.31 was spent of the allocation of $39,998. Liza Halley will write a report of the Russell Fund.

② a proposal was submitted for FY08 of $40,000 with a slight increase from FY07

for coordinator labor. The salary figure was determined by the 680 union scale. Ms. Neal moved to approve the budget as submitted; seconded by Ms. Ruderman. Passed unanimously.

— Report of FY2007 Trust Fund expenditures and approval of FY08 Allocations - Less than 10% was unspent out of a budget of $52,000 last year. Ms. Muldoon explained the expenditures from each of the Categories. A handout was also distributed showing all restricted and unrestricted funds with:
Categories for: Monies withdrawn, Total fund amounts, FY07 Unrealized ~~cap~~ gains/losses, FY07 capital gains/loss taken, Income Earned - expenses and FY08 Available.
Staff requests of $38,349 were submitted. Most were honored. Audio books will be funded from fund-raising monies.

market value + net income increased by 10% last year



A request for $200 in transitional funds for ESL materials will be funded from State Aid instead.
Ms. Muldoon, seconded by Ms ~~Muldoon~~ Radochia made a motion to approve a budget in the amt of

$33,385 - Trust fund/fundraising
from

$5,550 - Robbins print fund -

approved unanimously.

- Request for use of meeting room - Correspondence was received from Glenn Koenig requesting the ability to present a video program and sell materials. A question arose about the determination of "authors" and the frequency with which they can present.

- Author program - Claire Cook is speaking on November 4th. Nathaniel Philbrick was suggested for spring. (or, at least a non-fic book)

On Tuesday, Sept. 25th, William Martin will speak as a presentation of Haley Booksellers. He has a new book about the Constitution.
Barbara Bolt from the Human Rights Commission/Diversity Task Force? Called regarding a possible author program by Sophie Freud (granddaughter of Sigmund) who has written "Living in the Shadow of the Freud Family". The Consensus of the Board was to decline due to an overly full schedule this fall.

- Community Read - 3 book discussions are planned. The benefit for the AFD will be at 2PM on Oct. 14th (Sunday). Ms. Loud is working on getting a ~~jazz~~ blues program and there may be a movie night.
Ms. Fennelly will try to get the School Committee to participate in the Community Read. Ms. Loud ~~tryed~~ tried to encourage

Board members to do their own Community Read discussion as part of their meeting, or participate with the Board of Selectmen in their discussion. Ms. Fould will email program dates once they are finalized.

— R.R. Lighting - Consultant suggested that if the room was lit as originally specified, there would be sufficient lighting to house books. Mark Miano will ~~[illegible]~~ do an experiment to see if this will work.

— Taste of Arlington — Sunday, 9/30 - The Children's Room will be the beneficiary this year.

— Patron request for art print — A letter was received from Melinda McCreven asking that a Lincoln print drawn by her great great grandfather Henry Berthrong be returned to her family. Discussion took

place about the propriety of
de-accessioning a piece per
personal request. (is this legal?)
Ms. Ruderman suggested as an
alternative presenting her with
a good digital print and keeping
restoring & framing the original
for display. Ms. R. motioned
that Ms. Loud thank Ms. McGrevi
for her kind email and
affirming that the print can-
not be de-accessioned from
the Collection. Mr. Murphy
asked Ms. Loud to obtain
a report of its condition and
estimate of its value.
Then, a determination of
its future will be done.

— Other - Ms. Fennelly presen-
ted a 1st draft of a master
Calendar. The Board will
regard the 2nd Tuesday of each
month as the regular meeting
date, with the option to Change
if necessary.

The next meeting will be
Sept. 11th.

The meeting was adjourned on a motion by Ms. Deal ____ at 9:30 PM.

Robbins Library Board of Trustees
June 12, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 10th meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Communications

1. Ms. Loud received a donation from a former trustee of the Belmont Library of a set of four plates depicting the Menotomy hunter. The donor would like these to be displayed. Mr. Murphy moved that the library accept the donation, with the intention of keeping two plates for display at the library and giving the other two to the Dallin Art Museum; seconded by Ms. Fennelly. The Board directed Ms. Loud to explore cost estimates for the safe display of the plates. 2. The Board received a letter from Oakes Plimpton asking trustees to endorse his oral history book as the 2008 Community Read title. Ms. Fennelly will write a letter of response.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about PC time management systems, building leaks and a proposed Scholastic book fair.

Author Programs

Dan Shaughnessy spoke at the library last evening and the program was well received. The program was a joint venture of the Robbins Library and Haley Booksellers. The speaker was very engaging and many books were purchased and autographed. Claire Cook will be the featured speaker at the trustee author program on Sunday, November 4th. The third annual Arlington Author Panel will take place on Tuesday, June 19th. Speakers will be Michelle Bates Deakin, Patricia Kepler and Gary Goshgarian (Braver).

Memorial Lecture Series

Ms. Radochia updated the Board on the status of this project, which will honor the life and contributions of Margaret Spengler. The Spengler family will provide financial support for the lecture series and hopes that it will become an annual event. Arrangements are still underway for an inaugural speaker.

Fundraising Plan

Ms. Ruderman distributed a copy of the fundraising plan that was last reviewed/updated in October 2005. She provided written comments on the status of the action items. Ms. Deal suggested re-ordering the list to delineate: 1.Accomplishments 2. Further objectives. The latter could be rolled into the general Trustee Goals and Objectives. Ms. Ruderman made two suggestions: 1. Expand the fundraising solicitation database 2. Reconstitute the development sub-committee and enlarge the group with the inclusion of some non-trustee members.

Space Planning

The space reorganization will take place in August along with the installation of new carpet. The lighting consultant, who will visit next week, will not be able to provide full specifications for vendors, but will give recommendations for lighting options. The move of the new book collection to the Reading Room could be delayed while the lighting plan is worked out. Ms. Ruderman asked about plans to notify patrons of any disruptions caused by the reorganization project. Moisture-proofing of the basement will also take place this summer.

Security Camera Update

Two proposals have been received. Each company has been asked to defend its proposal against that of the competitor. Ms. Fennelly made a motion; seconded by Mr. Murphy, to authorize Ms. Loud to sign an agreement with the successful company, for an amount not to exceed $20,000. Passed unanimously. Ms. Muldoon will recommend the appropriate funding source for this installation.

Friends of the Library Update

The Friends' treasury is stable, but there were many staff requests for funding for the upcoming fiscal year. A schedule of spending will be drawn up. The Friends agreed to work cooperatively with the library staff on the Community Read project. They also agreed to provide assistance for a Scholastic Book Fair to be held at the Fox Branch Library this summer. The first mock-ups of the web site revision have been received. This work is being funded by the Friends. Preparations will begin in August for the

Town Day book sale. Other tentatively planned activities are a storyteller for adults in October and a repeat of the Antiques Appraisal program by Skinner for November. The Friends' liaisons discussed with the Board of Trustees the hope for a joint library calendar (staff/Friends/Trustees). Increasing membership will be a Friends' goal this year. Friends will begin notifying members via email of upcoming programs and events.

Community Read

Ms. Loud had worthwhile meetings today with representatives from the Arlington Friends of the Drama and Elise Frangos from the high school English department regarding activities for the Community Read project. Many activities were suggested related to the selected title "To Kill a Mockingbird". The Arlington Friends of the Drama will do a benefit performance of the play.

Policy on Decertified Libraries

Ms. Ruderman suggested making a blanket policy on service to residents of towns with decertified libraries. Currently, these decisions are on a case-by-case basis. Ms. Fennelly made a motion; seconded by Ms. Deal, to adopt the Millis policy on service to residents with decertified libraries, adding a sentence allowing the Board to make exceptions. Approved unanimously.

Request of Artist to Exhibit

Ms. Loud brought a request from an artist to exhibit a bronze framed painting of scenes in Arlington. It is valuable and there are security concerns. The artwork has been exhibited at the Arlington Center for the Arts and the artist believes that a library exhibit would provide additional exposure for the piece that she hopes to sell. The consensus of the Board was that this does not constitute an exception, but fits with the existing display policy.

Preliminary Discussion of FY08 Administrative and Trustee Goals

The administrative goals are as stated in the FY08 Library Budget Narrative. The trustee goals will be reviewed over the summer for future discussion.

Preliminary Russell Fund Allocations

Marianne Uttam and Liza Halley submitted a preliminary Russell Fund budget. Ms. Deal made a motion; seconded by Ms. Radochia, to approve amounts of $900 for Kindergarten Kits and $2,693 for July and August workshops. Approved unanimously.

Election of Officers

Ms. Radochia made a motion; seconded by Mr. Murphy, to nominate the following slate of officers for FY08: Chair – Katharine Fennelly, Vice-Chair – Patricia Deal, Trust Fund Liaison – Barbara Muldoon and Russell Fund Liaison – David Castiglioni.

Other

Print Fund Coordinator Nancy Gentile submitted a request for an additional fourteen hours of time, in the amount of $400 for detailed projects. Ms. Fennelly made a motion; seconded by Mr. Murphy, to allocate this sum from the Robbins Art Fund. Approved unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Ms. Radochia. The next meeting will be held on Tuesday, August 21st at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees meeting - June 12, 2007

The meeting was called to order at 7:20. Attending were Trustees Katharine Fennelly, Barbara Muldoon, Susan Ruderman, Frank Murphy and Patricia Neal. Mr. Castiglioni was absent. Also attending were library director Maryellen Loud + Ass't. director Cynthia Clementure.

- Approval of minutes — the minutes of the May 10th meeting were approved with corrections on a motion by Ms Fennelly; seconded by Ms. Muldoon.

- Communications (4)

① Dallin plate set from a former trustee @ Belmont Public Library — she would like to donate it to whomever would ~~like to~~ display it. These were estate pieces given to the trustee. Mr. Murphy moved that the library accept the donation; seconded by Ms Fennelly. They directed Ms. Loud to →

explore estimates for its safe display.

- Letter from Oakes Plimpton asking trustees to endorse his book for the 2008 Community Read (oral history). The Board agreed to write him a letter thanking him for his interest but declinining.

- Director's report - The trustees received the report of the director. Questions were asked about PC time management, building leaks, a proposed Scholastic book fair.

- Author programs - The Dan Shaughnessy program was quite well received. Several books were sold. Dick Hailey? booksellers took care of planning & executing the program. Claire Cook's book has been named People magazine book of the month. She will

speak here in November. June 19th is the Arlington Author program. Three authors will speak - Gary Goshgarian, Michelle Bates Deakin and Patricia Kepler.

- Memorial Lecture series - Ms. Radochia updated the Board on the status of the program. The Spengler family will endow the lecture series and hopes that it will be an annual event. ~~Preparations~~ arrangements are still being made for an inaugural speaker.

- Fundraising plan - Ms. Ruderman distributed the fund-raising plan which was last updated/reviewed in Oct. 2005. Ms. Ruderman suggested some updates. Comments were made about the status of action items. Ms. Deal suggested re-writing the document to list: accomplishments and goals/objectives. The latter could be rolled into the

general goals. another suggestion (2 pronged) ① Expand the mailing list for Solicitation ② re-Constitute the development sub-Committee and include some non-trustees.

Space planning - the reorganization will take place in Aug. along with the carpet install. The lighting consultant will come next week. $500 will buy a recommendation of options, but not complete specs that could be taken to a vendor. The new book move to the Reading Room could be delayed until the lighting plan is worked out. (while the rest of the space plan takes place in August)
Moisture proofing of the basement area will also take place in the summer.
Ms. Riederman asked about notifying patrons of the up-coming move.

Ms. Fi. moved to authorize Ms. Loud to sign an agreement with a co. in an amt. not to exceed $20,000; 2nded by Ms. Murphy.

- Security Camera update – 2 proposals have been received. Each Company has been asked to defend its proposal against the Competitor. Ms. Muldoon would like to Consider a source of funding for this installation

- Friends of the Library update see Cindy's Sheet

- Community Read – Ms. Loud had Meetings today with reps. from the Friends of the Drama & Elise Frangos from the high school. The AFD could:
  ① Have Sunday Community Read performance with a "Talk back".
  ② Friends to purchase tickets at a price that would enable them not to take a loss. The AFD & Friends of Robbins will split any loss.
  Arlington High METCO students would have transportation arranged, perhaps through Rotary. Mell will

consult them. The idea of a mock trial has been proposed (for students). A blues program is being looked into. A poetry/performance contest will be held in the schools. The director would like students to make a documentary about the making of the play. Some students might be allowed into a rehearsal. The cast will enact a scene from the play at a book discussion. The movie will be shown.

october
AFD 12,13 19,20,21
perf.
Oct. 14th could be the proposed AFD date for performance.

-Policy on de-certified libraries
Ms. Ruderman suggested making a blanket policy on service to residents of decertified libraries (towns). Now, these decisions are on a case by case basis. Ms. Fennelly moved to adopt the Millis policy on service to de-
Deal certified libraries, with a sentence noting the

-7-

Seconded by Mrs. Deal. Approved unan.

Prerogative of trustee board to make exceptions. Ms. Loeld will update this.

Check for language - Merl

- Request of artist to exhibit - Ms. Loeld brought a request from an artist to exhibit a bronze frame painting. It is valuable and there are security concerns. The artist believes that this would provide additional exposure for the piece and she would put it for sale. The trustees consensus was that this fits until the existing display policy.

scenes in Arlington

Arlington Center for the Arts

- Preliminary Russell Fund allocations - a preliminary summer 2007 budget proposal was submitted by Marianne & Liza. A motion was made by Ms. Deal; 2nded by Ms. Radochia to approve amounts of $900 for K-kits and $2,693 for July & Aug. workshops. Approved unan.

Print Coordinator

A request has been submitted by Nancy Gentile for an additional 14 hrs. of her time in the amount of $400 for detailed projects. A motion was made to approve by R.A.F. Ms. Fennelly; 2nded by Mr. Murphy. Approved unan.

- Election of officers - A slate was presented on a motion by Ms. Radocchia; 2nded by Mr. Murphy.

Chair - Ro Fennelly
Vice-Chair - P. Neal
Trust Fund Liaison - Barbara Muldoon
Russell Fund Liaison - David Castiglioni

Approved unan.

- Prelim discussion of admin & trustee goals/objectives - admin goals are the same. Trustee goals will be reviewed over the summer for future discussion.

Other - Next meeting - Tuesday, Aug. 21st. The meeting was adjourned at 9:20 PM on a Motion by Ms. Radochia.

Robbins Library Board of Trustees
May 10, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the April 9, 2007 meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Communications

Ms. Loud read aloud a letter that she received from Arlington Advocate editor Les Masterson letting her know that he will soon be leaving the Advocate to take a position elsewhere and thanking her and the staff for his use of library resources over the last seven years. The Arlington School Foundation donated $200 to the library to assist with children's programs.

Community Time

Amy Meblin, Arlington resident and parent of an elementary age child, addressed the Board. Ms. Meblin does freelance fundraising and development work and wanted to discuss with the Board the status of fundraising efforts on behalf of the library. She asked questions about the Board's current development plan and suggested ways in which she thought fundraising efforts could be enhanced. Ms. Ruderman explained what is currently being done and recommended that the Board review the existing development plan at an upcoming meeting. The Board thanked Ms. Meblin for her interest and suggestions.

Director's Report

The Board reviewed the written report of the director. Questions were asked about recently stolen DVDs. Ms. Loud apprised the Board that the library won two Public Relations Awards at the recent Massachusetts Library Association annual conference. The awards were third prize for the Community Read logo and honorable mention for the library brochure.

FY08 Budget Update

The library budget passed Town Meeting. Members wanted assurance that the proposed budget was sufficient to meet state certification requirements.

Arlington Authors' Program

Tuesday, June 19th has been chosen as the date for this year's Arlington author panel. Michelle Bates Deakin, Patricia Kepler and Gary Goshgarian will participate. Dick Haley has arranged an author program with Boston Globe sports writer Dan Shaughessy for Monday, June 11th. He has written a new book "Senior Year : A Father, a Son, and High School Baseball". Ms. Loud mentioned that she had heard Clare Cook speak at the conference and that she was a very engaging speaker. Ms. Cook is scheduled to be the featured speaker at the library in the fall.

Security Camera Update

One price quote has been received and Ms. Loud is waiting for a second one. There will be several camera locations. A funding amount will be requested at the June meeting. Ms. Ruderman suggested that Ms. Loud speak with the Town Counsel regarding legal notification issues.

Space Allocation/Lighting

Ms. Loud distributed a handout showing the proposed shelving costs for the space reorganization plan. The total of $33,106 is a revision from the previous proposal. Lighting costs are as yet unknown. Ms. Loud will use State Aid funds to hire a consultant to give recommendations and prepare specifications for a lighting solution. Ms. Muldoon made a motion; seconded by Ms. Deal, to allocate $33,106 to purchase shelving, in the following breakdown: Gordon Russell's donation of $10,000 for children's, young adult and paperback shelving and the Hagopian gift for new book and AV shelving. Passed unanimously. The Friends of the Robbins Library will be asked to provide funding for the improved signage.

Russell Fund Allocation Policy

This discussion was a continuation of one started at the last meeting. Mr. Castiglioni distributed a Russell Fund financial report showing earned income, use of capital gains for spending and realized capital gains. After a deduction for expenses, earned income for the first nine months of the year was $25,755. Approximately $10,000 in additional income is estimated for the remainder of the fiscal year. Total earned income of $35,724 could be supplemented with $4,276 in realized gains for a total budget of $40,000. Ms. Muldoon made a motion; seconded by Ms. Fennelly, to budget $40,000 for FY08. Passed unanimously.

Appointment of Nominating Committee

Mr. Castiglioni and Ms. Radochia volunteered to serve on the nominating committee. A slate of officers will be presented at the June meeting.

Arlington Authors' Program

Tuesday, June 18th has been chosen as the date for this year's Arlington author panel. McGrath, Rose Doherty, Patricia Kepler and Gary Goshgarian will participate. Dick Haley has arranged an author program with Boston Globe sports writer Dan Shaughnessy for Monday, June 17th. He has written a new book "Senior Year: A Father, a Son, and High School Baseball". Ms. Loud mentioned that she had heard Clara Cook speak at the conference and that she was a very engaging speaker. Ms. Cook is scheduled to be the featured speaker at the library in the fall.

Security Camera Update

One price quote has been received and Ms. Loud is waiting for a second one. There will be several camera locations. A banner or sign will be placed at the front entrance. Ms. Bissonnette suggested that Ms. Loud speak with the Town Counsel regarding legal notification issues.

Space Allocation Lighting

Ms. Loud distributed a handout showing the proposed shelving costs for the space reorganization plan. The total of $33,106 is a revision from the previous proposal. Lighting costs are as yet unknown. Ms. Loud will use State Aid funds to hire a consultant to give recommendations and prepare specifications for a lighting solution. Ms. Muldoon made a motion, seconded by Ms. Tiel, to allocate $33,106 to purchase shelving, in the following ways: donor Gordon Russell's donation of $10,000 for children's young adult and paperback shelving and the Hageman gift for new book and AV shelving. Passed unanimously. The Friends of the Robbins Library will be asked to provide funding for the improved signage.

Russell Fund Allocation Policy

This discussion was a continuation of one started at the last meeting. Mr. Castiglione distributed a Russell fund financial report showing earned income, use of capital gains for spending and realized capital gains. After a deduction for expenses, earned income for the first nine months of the year was $25,753. Approximately $10,000 in additional income is estimated for the remainder of the fiscal year. Total earned income of $35,753 would be supplemented with $4,278 in realized gains for a total budget of $40,000. Ms. Muldoon made a motion, seconded by Ms. Lamoury, to budget $40,000 for FY09. Passed unanimously.

Appointment of Nominating Committee

Mr. Castiglione and Ms. Robbins volunteered to serve on the nominating committee. A slate of officers will be presented at the June meeting.

Friends of the Library Update

Ms. Diminture gave a report of the Friends' activities. The annual meeting was held on Wednesday, April 11th, consisting of a brief business meeting and a photographic lecture by Richard Duffy on the history of Arlington libraries. The fundraiser with the Arlington Friends of the Drama was held on Thursday, April 26th. Ticket sales were somewhat disappointing, although attendees found it to be an enjoyable evening. Discussion of future fundraisers is ongoing. The first-ever Children's/Young Adult book sale was a great success with several willing volunteers and net proceeds of $1100. The Friends would like to increase the number of free programs offered to the public. This will be further discussed in conjunction with the creation of a joint Friends/Trustees events calendar. The trustee liaisons will attend future Friends' board meetings for this discussion.

Other

Ms. Muldoon made a motion; seconded by Ms. Deal, to allocate $480.59 from the Robbins Print Fund to pay for circulating art print bags. Passed unanimously. Mr. Murphy reported that the Board of Library Commissioners' State Aid Task Force will have its last meeting of the year in June. After that, Mr. Murphy will report on the four components of the plan. A public relations committee has now been convened and an invitation has been issued for volunteers to serve. Ms. Ruderman apprised the Board that a representative from Skylight Restorations will assess the "My Boys" sculpture and give an estimate for its cleaning. The Dallin Museum is interested in mounting an identifying sign once the restoration is complete. Ms. Loud asked whether to put an item on the agenda at next year's May meeting to discuss Russell Fund allocations and the Board agreed. The Fox Revenue Study Committee is still meeting and discussing options. Ms. Muldoon attended a conference sponsored by the Phoenix Museum of Art. Dana Gioia, chairman of the National Endowment for the Arts, spoke about the importance of museums and libraries. A museum trustee showed some items in his private collection, including some Dallin sculptures. Ms. Fennelly asked about a timetable for the installation of a self-check station.

Adjournment

The meeting was adjourned at 9:05 PM on a motion by Ms. Fennelly; seconded by Mr. Murphy. The next meeting will be held on Tuesday, June 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting – 5/10/07

Call to order – The meeting was called to order @ 7:20 PM. Attending were Trustees: Patricia Neal, David Castiglioni, Joyce Radochia, Frank Murphy, Barbara Muldoon, Susan Ruderman. Also attending – MF & CD

Approval of minutes of April 9th – approved as written on a motion by Ms. Fennelly; 2nded by Ms. Muldoon. Passed.

– Communications

① Letter from Les Masterson @ the Advocate thanking the director for use of the library over his 7 years of work. He is leaving for another position.

250 – ② Arlington Schools Foundation donated $200 to the library to assist with Childrens programs.

– Community Time – Amy Meblin visited to discuss fundraising efforts at

Amy Meblin

the library. She is a parent and 24 year resident. She does free-lance fundraising and development and has been working with many groups including the Arlington Center for the Arts. She is concerned that we could do more in terms of fundraising, particularly with attendees at Robbins Library (and esp. Russell Fund) programs. She questioned what the development plan for the library is and how could these efforts be augmented. Could there be a way of approaching donors with a display in the lobby, at a Russell Fund program, etc. Ms. Rudeiman responded by explaining that the library does have a development plan and that sometimes extra efforts are very consuming of staff time. She believes that at some point, there should be a town-wide mailing for Friends memberships. Ms.

Murphy also suggested creating
a Fr. Friends group from atten-
dees at programs, rather than
a direct solicitation. Ms. Deal
suggested some kind of forum/
summit to discuss potential
fund-raising ideas. Ms.
with some comm. members Rudeiman raised concerns
about the follow-through/
execution of these ideas.
Perhaps some kernels of ideas
could come out of this. Amy
Meblin still encouraged the Board
to pursue these. Ms Rudeiman
suggested that there should be
a review of the existing devel-
opment plan at the next
meeting to see where the status
of goals & ideas are. Some
discussion also took place regard-
ing fundraising events.
Website could include website
donations. Could volunteers (~~a~~
~~other~~ teens?) film library pro-
grams for Cable TV?
The Board thanked Ms. Meblin for
her interest and suggestions.

- Director's report - The Board reviewed the written report of the director. Questions were asked about the stolen DVDs.

Ms. Lord mentioned that the library won 2 PR awards at the Mass Lib. Assoc. Annual Conference. (3rd prize for the Community Read logo and honorable mention for the library brochure)

FY 2008
- Budget update - Library budget passed. Concern was raised about making sure that the budget was sufficient for meeting State aid eligibility

- Arlington Authors program -
(Tues) June 19th will be the date of the author panel. Michele Yates Meakin, Gary Goshgarian, Patricia Kepler are already signed up. Dick Hailey arranged an author program with Dan Shaughnessy for Monday, June 11th. His new book is called Senior Year

senior year: a father a
sons and high school
baseball

a Father, a Son and High School baseball. Ms. Loud reported that she heard Clare Cook & she is a great speaker.

- Security Camera update - $13,700 was a proposal from one Company we are waiting for a quote from a second company. Money will be requested at the June meeting. There will be several Camera locations. Ms. ~~Loud~~ Ruderman suggested that Ms. Loud speak with Town Counsel regarding legal notification issues.

- Space allocation/lighting - Ms. Loud distributed a handout showing proposed costs for new shelving. Lighting Costs are unknown. ~~Ms. Fennelly made a motion~~ Ms. Loud will use State Aid money to hire a Consultant to give recommendations & prepare specs for a lighting solution.

Consult/ specs

The proposal for shelving is $33,106 which is revised from last meeting.

Children's - Russell G. & YA paperbacks)

The donation from Gordon Russell Could Cover Childrens, YA And paperbacks. ($10,000)

Ms Muldoon made a motion to allocate the funds in the following ways:

Hagopian gift - new books + AV - 2nded by Ms. Neal. The Friends will be asked to purchase new signage.

total $33,106

- Russell Fund allocation policy - this discussion Continued from the last meeting. Mr. Castiglioni passed out a report Showing earned income, use of Capital gains for spending, and realized Capital gains. $28,914 was earned for the 1ST nine months. After an expense deduction, there was $25,755 in earned income. Estimates were made for the remaining 3 months - $10,092 - expenses of $123 left $9,969.

Earned income of $35,724 would be added to $4,276 in realized

gains, for a total budget of $40,000 for FY08. ~~Ms.~~ ~~Muldoon~~ Murphy made a motion to budget $40,000; seconded by Ms. Fennelly. Passed unanimously.

- appointment of Nominating Committee

$480.59 Print Fund

Ms Muldoon made a motion, seconded by Ms Neal, to allocate $480.59 from the Robbins Print Fund to pay for print bags.

Nominating Committee - Mr. Castiglioni + Ms. Radochia volunteered to serve as the nominating Committee. A slate will

- Friends update - Ms. Diminture reported on the status of the Friends of the Library activities (see handout)

Other -

Mr. Murphy reported that the State aid Task Force will have their last mtg.

in June. He will then be able to report back on the 4 Components of the plan. A PR Committee has now been convened. An invitation has been issued for volunteers.

Ms. Rudeman got a recommendation regarding the cleaning/restoration of the
Skylight
rest
"My Boy" sculpture. a rep from Skylight Restorations will look at it & give an estimate the Dallin Museum would like to mount an identifying sign once the restoration is done.

Ms. Radochia announced that her daughter's films will be shown this Sunday on the Arlington Cable Channel (Comcast).

Ms. Lodd - asked whether to put as an agenda item for Russell Fund allocations at the same time
next year
Tax Revenue study committee is still meeting & discussing options

Ms. Muldoon went to a
NEA - Conference sponsored
Dana Jota Gioia
by the ~~Rhomen~~ Phoenix

Public Library. Chairman Dana ~~Joya~~ Gioia of the NEA spoke about the importance of museums and libraries. also, he showed items in his collection, including some Dallin sculptures (horse + riders)

Ms Fennelly asked about the installation of self-Checkout.

Adjournment - the meeting was adjourned at 9:05 PM. Ms. Fennelly made a motion to adjourn; seconded by Mr. Murphy

the next meeting will be held on Tuesday, June 12th.

Robbins Library Board of Trustees
April 9, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the March 14th meeting were approved with corrections on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

Ms. Loud reported that a check in the amount of $1,635 was received from Arcadia Publishing as royalties from the sale of Richard Duffy's book, "Then & Now:Arlington". Ms. Ruderman mentioned that the Arlington Advocate published an article about the fundraising efforts of the Friends of the Robbins Library and the Board of Trustees.

Director's Report

A "monthly highlights" report was distributed. A full report will be delivered next month. Ms. Loud apprised the trustees of recent acts of vandalism at the library.

Space Planning

Ms. Loud distributed two handouts: 1. Space Reorganization Costs 2. FY06 Circulation/Collection Turnover. She reviewed the credentials of Tom Gilchrist, the space plan consultant. There was discussion about circulation and trends for large print books. Over the last three years, the circulation has increased by 15%. Questions/concerns were raised about moving the large print books to the Reading Room, the suggestions for lighting improvements and the loss of table space in the plan. The consensus of the Board was to implement the changes on a priority basis. Ms. Deal made a motion; seconded by Ms. Fennelly, to authorize Ms. Loud to move forward with all aspects of the reorganization plan except for the large print and periodicals relocations. Pricing guidelines are to be presented at the next meeting. Passed unanimously. Ms. Ruderman suggested that improved signage be included in the total project plan/costs.

Community Read

Ms. Loud discussed the selection process in which the committee narrowed the choice to two titles, “To Kill a Mockingbird” and “Kite Runner”, the latter preferred by a vote of 3 to 2, with one abstention. Ms. Loud told the trustees that an informal poll of patrons revealed a three to one preference for “To Kill a Mockingbird”. Based on this poll, Ms. Ruderman changed her preference and the Board agreed to support this choice. Ms. Loud will inform the selection committee of the decision.

Other

Ms. Ruderman mentioned that the sculpture “My Boys” by Cyrus Dallin is in need of cleaning/restoration and wondered whether there are funds available to pursue this. The Board authorized her to obtain three price estimates for discussion at the next meeting.

Security Cameras

Ms. Loud reported on her findings regarding security cameras. Nine libraries in the Minuteman Library Network have these, most at the library entrance, some in secluded areas. Four other libraries are currently exploring the possibility of installing cameras. American Alarm has done a library site visit and will submit a proposal for several cameras. Ms. Loud will continue research on this topic.

Trust Fund Budget Report

Ms. Muldoon reported that 42% of the allocations from unrestricted trust funds have been spent. The Local History, Children’s and Young Adult budgets still have funds left. Of the allocations from restricted funds, 47% has been spent. The status of other spending is as follows: Fundraising – 43 %, Solicitation – 26 % ($11,000).

Russell Fund Budget Report

The amount remaining in this year’s allocation is $4,618. $35,379 has been spent thus far. Budgets for materials and coordinator labor have been mostly spent down. The budget for performers appears to be on track.

Policy for Determining FY2008 Trust/Russell Fund Allocations

Ms. Loud reminded the Board that a discussion had taken place last year regarding Russell Fund earnings versus annual spending allocations. Ms. Muldoon explained that the town’s Trust Fund Committee meeting has been rescheduled. She would like to get guidelines for determining trust fund allocations. Even in the absence of these, Ms. Loud would like the Board to give her a recommendation for Russell Fund spending at

the May meeting. This is needed to apprise staff members of allocations for spending to begin in July.

Annual Report Flyer

Trustees reviewed a draft of the flyer. Mr. Murphy suggested a re-write of the "Challenges" section.

Other

Vicky Slavin checked framing prices for the recently purchased aerial photographs. The cost is $113 each for framing but no matting, $ 194 for framing and matting. Mr. Murphy made a motion to allocate the larger amount of money from the Robbins Print Fund; seconded by Ms. Deal. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Muldoon; seconded by Ms. Deal. The next meeting will take place on **Thursday, May 10th at 7:15 PM, location to be announced.**

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - April 9, 2007

The meeting was called to order at 7:20 PM. Attending were Trustees David Castiglione, Barbara Muldoon, Frank Murphy, Katharine Fennelly, Patricia Neal, Joyce Radochia and Susan Ruderman. Also attending were director Maryellen Loud and assistant director Cynthia Dimixture

- approval of minutes of March 14th mins. - approved with corrections on a motion by Ms. Muldoon; seconded by Mr. Murphy.

- Communications - $1,635 from Arcadia Publishing received as royalties from the sale of Richard Duffy book. This is a second installment of payments. Ms. Ruderman mentioned that there was an article in the Arl. Advocate last week discussing the Friends of the Robbins Library and the Trustees.

Director's Report - Monthly highlights were distributed. Several dept. reports were not received yet due to illnesses. Ms. Lord will do a more complete report next month. Ms. Lord apprised the trustees of recent vandalism in the library.

- Space Planning - Ms. Lord distributed handouts: ① Space re-organization Costs ② FY06 Circulation / Collection turnover. She reviewed the Credentials of the space plan consultant. There was some discussion about Circulation and trends for large print books. Over the last 3 years, the Circulation is up 15%. It is hard to know whether the Circulation has been affected by the remote location of the large prints. Other questions were asked about the loss of table space in the plan, Concerns about moving LTP books into the reading room, the suggestion of improved lighting,

The Board felt that doing some of the changes on a priority basis would be preferable to the entire project all at once. Ms. Deal made a motion to authorize Ms. Loud moves forward with all aspects of the project, except for the large prints & periodicals, including pricing guidelines to be presented at the next meeting; seconded by Ms. Fennelly. Approved unanimously. Ms. Ruderman suggested that signage be included in the total project costs/plans.

* Book Club kits - Ms. Ruderman mentioned that some libraries are circulating these, pre-packaged books, videos, book on CD, etc.

- Community Read - the selection Committee has narrowed the selection to two. Ms. Loud discussed how the process took place. An informal poll of patrons showed a 3 to 7 preference for To Kill a Mocking bird.

Ms. Lord will inform the Committee (selection) of the Consensus on the selection.

- other - Ms. Ruderman mentioned that the sculpture "My Boy" by Dallin is in need of cleaning/restoration. She questioned whether there are funds available to pursue pricing, etc. The Consensus of the Board was to authorize Ms. Ruderman to bring 3 estimates to the next meeting.

- Security Cameras - Ms. Lord reported on her findings regarding surveillance cameras. 9 libraries in MLN have. Most have in entrances, some are in secluded areas. Four other libraries are currently researching this. American Alarm did a site visit and will submit a proposal. This would be for several (10?) cameras. She will do further research.

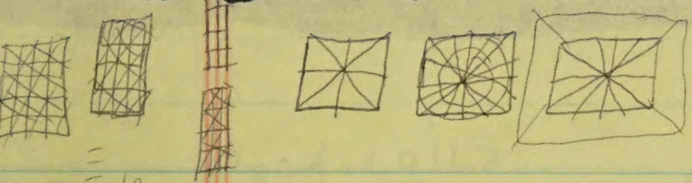
42% unre- spen ↑ C YA LH

difference?

- Trust Fund Budget report - Ms. Muldoon reported that only 42% of the unrestricted funds have been spent (Local History, Young adult & Children's have underspent budgets). For restricted funds, 47% has been spent. Fundraising - 43% has been spent, but not much in Children's, Solicitation - $11,000 (26% has been spent).

- Russell Fund budget report - $35,379 has been spent thus far ($4600 still to go). Coordinator labor has been mostly spent. Performer budget appears to be on track. Baby bundles have been over spent, a large part of the materials budget has been spent.

- Policy for determining FY 2008 Trust / ~~for~~ Russell fund allocations - Ms. Lord reminded the Board that a discussion



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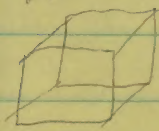

had taken place regarding the Russell fund earnings re. Allocations last year. It was decided that a decision would be made for the new fiscal year about how to determine the annual allocation. Ms. Muldoon explained that the towns trust fund Committee Meeting has been re-scheduled. Ms. Muldoon would like to get guidelines for determining allocations. Ms Howd asked the Board to give her a recommendation at the May meeting so that she can tell staff members what allocations they can use (by June) an answer to the larger question will not take place

- Annual report flyer - Trustees discussed semantic issues regarding the draft. Mr. Murphy suggested a revision of the wording on "challenges" section.

= Other — Aerial photos to be framed. V. Slavin found the

Cost is $113 with [illegible] no matting

794- framing & matting

Mr. Murphy made a motion to allocate the larger amount; seconded by Ms. Neal.

Next meeting - ~~Wednesday~~ Thursday, May 10th 7:15 PM.

adjournment on a motion by Ms. Muldoon; seconded by Ms. Neal at 9:30 PM.

Robbins Library Board of Trustees
March 14, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and library space planning consultant Tom Gilchrist.

Approval of Minutes

The minutes of the February 21, 2007 meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

1. Ms. Ruderman mentioned that the recent pedestrian accident on Massachusetts Avenue prompted much discussion on the local listserv regarding the crosswalks on Massachusetts Avenue. The correspondence was compiled and forwarded to the Board where it was accepted into record. Ms. Loud suggested that a copy be sent to the Town Manager. 2. Ms. Ruderman showed the members a postcard that she had received at home from "Got Books" and expressed concern that their solicitation of book donations could compete with the Friends of the Library book sale drives. She was also concerned about the group's expressed promise to donate proceeds of their book sales to the Friends of the Library USA (FOLUSA). 3. Ms. Loud received a request from John DeVito and Frank Tropea, the Boston-area authors of "Immortal Marilyn" a book about the life of Marilyn Monroe, to do a program at the library in May. They would organize and conduct the program without the assistance of library staff, and would give the library 10 % of the book sales for the evening. The consensus of the Board was that this is in keeping with the existing policy guidelines. 4. Ms. Loud apprised the Board of an upcoming fundraiser to be conducted by Barnes & Noble. The Massachusetts Library Association will receive a percentage of the voucher sales for specific dates.
   5. A request was received from Oakes Plympton to mount a display of local history books that would include order forms for the sale of the books. The Board was not in favor of having the order forms available on the display table, but suggested providing a handout with addresses/phone numbers for obtaining the books. 6. Bruce Carter provided the prices for selected aerial photographs for use in the circulating print collection. His prices are $60 for 17"x22"photos and $15 for 8"x10" ones. Ms. Muldoon made a motion; seconded by Mr. Murphy, to allocate

+framing

$1,000 from the Robbins Print Fund, for the purchase of four 17"x22" prints. Mr. Carter is also planning to donate 48 8"x10" photos for the Local History collection.
7. The Arlington Educational Enrichment Fund sent an invitation for participation in the town's upcoming Brain Bee. The Friends of the Library have agreed to pay the $300 team entrance fee, but team members are still being sought. A suggestion was made to issue an invitation to the library's high school pages to participate.
8. Nancy Gentile proposed an additional 7.5 hours of work on the Robbins Print Collection project, at a cost of $200. The request was unanimously approved.

Approval of Informational Exhibit and Art Exhibit Policies

Ms. Loud distributed drafts of the policy revisions. Ms. Deal made a motion; seconded by Ms. Fennelly, to approve the amended Informational Exhibit policy. Approved unanimously. The amended Art Exhibit policy was approved on a motion by Ms. Fennelly; seconded by Mr. Murphy. Ms. Ruderman thanked the subcommittee and Ms. Loud for their work on this project.

Annual Report for the Public

Ms. Loud asked what format the Board would like for this year's report to be distributed to the public and to town meeting representatives. The consensus was that last year's format is still acceptable.

Other

In his role as a member of the State Aid Study Committee of the Massachusetts Board of Library Commissioners, Mr. Murphy asked Ms. Loud to provide expertise on a proposed new method of data collection. Arlington will be used as a prototype. Ms. Ruderman reminded everyone of the upcoming Trustee Symposium.

Director's Report

The review of the report was tabled until the next meeting.

Space Allocation Plan

Library Space Planning Consultant Tom Gilchrist presented his space evaluation and proposed re-organization plan. The goal of the plan is to enhance the customer experience at the Robbins Library with improved accessibility and convenience for users and staff, the provision of areas for marketing/display and improved lighting. This plan was formulated after site visits to assess subject collections, a review of existing conditions, shelf counting and measurement of current space allocations, an analysis of collection growth and circulation activity in various areas and first-

Minutes

$1,000 from the Robbins Print Fund, for the purchase of four 17"x22" prints. Mr. Carter is also planning to donate 48 8"x10" photos for the Local History collection.
7. The Arlington Educational Enrichment Fund sent an invitation for participation in the town's upcoming Brain Bee. The Friends of the Library have agreed to pay the $500 team entrance fee, but team members are still being sought. A suggestion was made to issue an invitation to the library's high school pages to participate.
8. Nancy Gerath proposed an additional 7.5 hours of work on the Robbins Print Collection project, at a cost of $200. The request was unanimously approved.

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Ms. Loud distributed drafts of the policy revisions. Ms. Deal made a motion, seconded by Ms. Fennelly, to approve the amended Informational Exhibit policy. Approved unanimously. The amended Art Exhibit policy was approved on a motion by Ms. Fennelly, seconded by Mr. Murphy. Ms. Roderman thanked the subcommittee and Ms. Loud for their work on this project.

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Adjournment

The meeting was adjourned at 9:53 PM on a motion by Mr. Murphy; seconded by Ms. Radochia. The next meeting will take place on **Monday, April 9th at 7:15 PM in the Community Room.**

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

Trustees meeting - 3/14/07

The meeting was called to order at 7:20PM. Attending were trustees David Castiglioni, Katharine Fennelly, Joyce Radochia, Susan Ruderman, Frank Murphy, Barbara Muldoon and Patricia Neal.
Also attending were director Maryellen Loud and assistant director Cynthia Kliminture. and guest Tom Gilchrist, space planner.

- Approval of minutes - The minutes of the 2/21/07 were accepted on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications:
① Ms Ruderman - an elderly man was hit by a car in a crosswalk, prompting discussion on the Arlington list re: crosswalk at Library way. All of the correspondence was compiled and accepted into record by the Board. Ms. Loud suggested that the town manager

would pose competition to the Friends for the book sales
should get a copy.

- Got Books — postcard, raising concern about whether they really donate to FOLUSA and whether they

John DeVito + Frank Hope

- Ms. Loud - Immortal Marilyn authors (Boston area authors) would like to do a program at the library in May. They would run this on their own and give the library $10% of the book sales for the evening. The consensus of the Board is that this is in keeping with the existing policy.

- Barnes & Noble fundraising event - Ms. Loud explained this program to the Board. MLA would receive a donation as a % of the voucher sales.

- Oakes Plimpton - a proposal has been received for a display of local history books with order forms for book sales. The Board was not in favor of having order forms available,

but rather have a sheet explaining how people can obtain copies of the books.

— Historic Bostons Exhibit - the Board affirmed that this could take place next November.

— Bruce Carters aerial photos —
He proposed selling copies of
17X22 some selected photos for the
Circulating print Collection.
$60 8X10 His prices are $60 for 17X22
$15 and $15 for 8X10. A motion
Robbins print was made by Ms Muldoon
to allocate up to $1,000 from
the Robbins Print Fund, for
the purchase of four 17X22
Murphy prints; seconded by Mr.
Murphy. Mr. Carter is also
48 8X10's are being donated to LH room donating 48 8X10s for the
Local History Room Collection.

- Brain Bee by Arlington Ed. Enrichment Fund - Ms Lord asked whether anyone is interested in participating. The Board suggested having

teenage pages on a team. The Friends
have agreed to pay the $300 entry
fee!

— Robbins Print Collection Continuation
7.5 of projects — Ms. Gentile proposes
$200 a $200 cost for 7.5 hours of
additional work. This was unanimously
approved.

— Approval of Info and Art
Exhibit policies — Ms. Loud
distributed drafts of the
policy revisions. Ms. Deal
MS. Deal moved to approve the
2nd ammended info policy;
MS. Fennelly 2nded by Ms. Fennelley,
approved unan.
Art policy — the amended policy
was accepted on a motion by
Ms. Fennelley; seconded by
Mr. Murphy. Ms. Ruderman
thanked the input and work
of the sub-committee and
Ms. Loud.

— Annual report for the public —
Ms. Loud asked what format
the Board would like. At
present, the current format is
acceptable.

-other- Mr. Murphy received a request from Rob Maier to use Ail. as prototype to provide the submission form for state aid eligibility. (in his role as member of the State Aid Study Committee) Ms. Hold will provide expertise for this. This form will be quite a change from the existing manner of data collection.

Ms. Ruderman noted the upcoming Trustee Symposium.

presentation of report - Space Planning/Allocation Study

- ~~Space Allocation Plan~~ - Tom Gilchrist presented his space evaluation and proposed re-organization plans. The plan was prepared after many evaluation sessions and meetings with staff.

New paperbacks - would they go with the new hardcovers or with the existing paperback collection.

B. Muldoon asked about the possibilities of having genre fiction in separate collections.

15% of Ref. Collection to weed
20% - YA
AV - not sure what the necessary weed will be

Could Children's new books be put in a more prominent location?

Ms. Loud gave preliminary cost estimates which she believes will be $50,000 or less. Some of this will be lighting.

Next meeting - Monday, 4/9 7:15
Motion to adjourn by M. Murphy @ 9:30 PM. (2nded by Ms. Radochia)

Review of the Director's report - deferred until the April meeting.

Trustees will consider at next meeting.

Robbins Library Board of Trustees
February 21, 2007

Call to Order

The meeting was called to order at 7:22 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Patricia Deal and Frank Murphy were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaisons Mary Margaret Franclemont and John Deyst.

Approval of Minutes

The minutes of the January 10th meeting were approved as written on a motion by Ms. Muldoon; seconded by Ms. Radochia.

Finance Committee Liaisons

Finance Committee liaisons Mary Margaret Franclemont briefed the trustees about the work of the committee. The full committee has only met twice thus far, so there is not yet anything to report. They asked to hear from the Board of Trustees members regarding what to share with the committee about the library budget requests and what needs special emphasis. Ms. Loud expressed particular concern about the building maintenance line item and the library's reliance on part time hours of the Technology Librarian when the library is heavily dependent on technology. Board members noted the issues of Thursday morning and Sunday hours as well the necessity of meeting state aid certification requirements. The Finance Committee liaisons will update the director as the work of the committee progresses.

Communications

1. Oakes Plympton sent a letter to the trustees and administration with several questions and concerns. (dimmer switch for the Community Room lights, signs in the elevator denoting the Lower Level Rear, a request to allow meeting participants to stay until 9:30 PM, a proposal for the selection of the book "Stories of Early 20th Century Life, an Oral History of Arlington" as the 2007 Community Read book title and a request to schedule a book signing for his new book) Discussion took place and Ms. Ruderman will draft a letter in response to the issues raised by Mr. Plympton. 2. Ms. Loud distributed a flyer for the MLA Annual Legislative Breakfast to be held this

year at the Watertown Public Library on Friday, March 23rd. She encouraged everyone to attend.

Director's Report

The trustees reviewed the written report of the director. The Board will send a thank-you note to resident Bruce Carter for his generous donation of copies of his aerial photographs which have been on display at the library for the last month. Clarification was requested about the Fox Revenue Study Committee. Also discussed were regionalization of services, new book drops and the "Conversation Circles" grant for which the library will apply.

Policy on Informational Displays

Ms. Fennelly met with Ms. Loud to review/update the existing policy, with input from Mr. Murphy. At the outset, it was decided to create separate policies for informational displays and art exhibits. Drafts of each policy were distributed. Some discussion centered on entry #8 regarding religious and political displays. The consensus of the group was that displays that include philosophies, general platforms and ideas are acceptable, but those which proselytize or promote particular candidates are not. The spirit of the document was approved, but the final version will be voted on at the March meeting. Ms. Loud mentioned that postcards will be mailed to community groups who have not yet availed themselves of display space.

Policy on Art Exhibits

With some minor changes, the substance of this policy was agreeable to the Board who will take a final vote on it at the March meeting.

Report on Russell Fund Literacy Programs

Trustees reviewed the written report of Liza Halley, Russell Fund Coordinator, regarding the programs which have been held or will be conducted soon with a focus on building literacy. These programs were planned in place of the author programs in the schools that have been funded in previous years. The purpose of the ten diverse programs is to promote literacy and bring children in contact with authors, illustrators, writing, storytelling and poetry. Among the programs are "Stories from Around the World" by Sharon Kennedy, a February author birthday celebration, "Greek Myths for Kids I" by the Hampstead Players, "Family Fun with Poetry" by Jeff Nathan, "Jaws, Claws and Paws" by Karen Chace (animal stories from around the world) and R.E.A.D. – Story Hour with a Dog Team, conducted by

Massachusetts Pet Partners. Discussion took place about the programs that have an important impact on a smaller number of children versus the exposure of many children to an author in the school-centered program. This issue will be revisited prior to next year's Russell Fund requests. Ms. Loud reported that a patron had suggested that participants at programs be afforded an opportunity to make a donation to the library trust funds. Ms. Ruderman expressed some concerns about this approach. It will be further discussed at a future meeting.

Mid-Year Review of Trustee and Administrative Goals

Many of the stated goals have been met or are in progress. Administrative -Exterior lighting improvements will take place. A shelving plan is being explored and staff is still looking at examples of signage. The library information kiosk is in place and a self-checkout station will be installed next year. At the end of the year, there will be an evaluation of the DVD rental collection. Nancy Gentile will conduct a focus group within the small business community, the YA advisory board is active and Ms. Loud has joined the Rotary Club. An LSTA grant has been received for database promotion and a group of staff is working on a website revision. In the absence of school librarians to collaborate on it, the Discovery Kits project may not go forward.
Trustee – Goals are in four categories : Library Services to the Community, Library Personnel, Facilities and Financial. Ms. Fennelly agreed to try working on a cooperative calendar with the Friends of the Library. Space needs are being reevaluated and a study/recommendation will be presented at the next trustee meeting. Exterior "no smoking" signs need to be re-placed to prohibit smoking directly outside the front doors of the building. On the issue of security cameras, Ms. Loud will gather information from other Minuteman Library Directors and will present it at the next meeting. The trust fund policy analysis seems to be at a standstill. Ms. Muldoon will check into the status of this project. No progress has taken place on setting up a library endowment. Approximately $19,000 has been brought in from the recent fundraising solicitation. Mr.s Ruderman believes that there is a need for substantial additions to the donor name database. Ways to accomplish this were discussed. The annual report of donors will be included in the spring newsletter.

Author Program

The program chair, Pat Deal, was absent. Other members of the Board volunteered to provide the introduction, food and beverages for next week's (March 1st)program with Alice Hoffman in the library Community Room.

Other

Ms. Fennelly made a motion; seconded by Ms. Radochia, to allocate up to $1,000 from the Robbins Art Fund for re-framing of prints. The trustees reviewed an email message from Judi Paradis who is working on a task force to amend education laws to mandate professional librarians in public schools. This would not necessarily be accompanied by additional funding, but would instead divide current funding in different ways. After discussion, a consensus was reached that individual members could actively support the work of this task force, but that the Board would not do so as a group. Ms. Radochia reported that she will soon learn whether Jean Shaheen will be able to be the inaugural speaker for the Margaret Spengler lecture series.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Fennelly. The next meeting will take place on Wednesday, March 14th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

John Daupt
Mary Margaret
Franclemont

Trustees Meeting - Feb. 21, 2007

The mtg. was called to order at 7:22 PM. Attending were trustees Barbara Muldoon, Joyce Radochia, Katharine Fennelly, David Castiglioni, & Susan Eucklemann

~~Ms~~ Patricia Neal & David Castiglioni were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Numinture and Finance Committee liaisons John Daupt and Mary Margaret Franclemont.

- approval of minutes of Jan. 10th mtg. - Motion by Ms. Muldoon; seconded by Ms. Radochia. Unanimously as written.

- Finance Committee Liaison report - FinCom has only met twice thus far, so don't have much to report. They asked to hear from Ms. Loud & the Board regarding the budget requests. A Time-table is not certain yet. (what to emphasize & what to share w/ other members of the FinCom). Concerns

were expressed about building maintenance, & Thursday morning & Sunday hours. The maintenance budget has no extra money (buffer) for every day repairs of such things as elevator repairs, problems with areas of heat, etc. Ms. Ruderman reminded the library liaisons that Certification could still be an issue if the budget is cut too heavily. Ms. Hould also emphasized that the increase in the Technology Librarians hours was turned down by the manager's office and that this is becoming more important as the library relies more & more heavily upon technology.

– Communications

– Oakes Plympton missive regarding the potential dimmer switch in the Community Room (done) signs in the elevator, a request for a Closing of the meeting rooms @ 9:30 PM and a proposal

to use his book as the Community Read title and have a book signing in the Reading Room. Some discussion ensued about authors doing their own programs in library meeting rooms. Ms. Ruderman will draft a letter in response to the issues raised in his letter. Ms. Hould will allow him to book an available date in the Comm. Room. The Reading Room is by fee only.

- Flyer for annual legislative breakfast at the Watertown Public Library on March 23rd. Ms. Hould encouraged everyone to come.

- Director's report - The Board reviewed the written Jan. report of the Director. A thank-you note will be written to Bruce Carter on behalf of the Trustees for his generous donation of aerial photographs which had been on display. A question was asked about the Fox Revenue Committee. Also discussed were: regionalization of services,

"Conversation Circles" grant, book drops.

- Policy on Informational display: Ms. Fennelly, Mr. Murphy + ~~Ms. Rudermann?~~ formed a sub-committee to review/re-write the policies. The first decision

a draft was distributed →

was to split out the info display from the art display. (2 separate policies were drafted) #8 was revised - Informational religious and political displays are permissible but displays which proselytize do not. Perhaps religious and political wording could be separate. [Political philosophies, party platforms could be allowed, but not promotion of candidacies] A final version will be voted on at the March meeting.

Art display policy - Mr. Murphy sent word long distance that he will have comments. The Board's consensus was that this substance of the draft is acceptable, with slight suggested changes, & the final

draft will be voted on at the March mtg. [Postcards will be sent to some Community groups who have not yet exhibited to let them know about the possibility of a display table]

start here

- Report of Russell Fund Literacy programs - (these replaced the previous author programs in the Schools - Liza Walley provided a mid-year written report of literacy activities, only some of which have already taken place. Attendance at these programs has been naturally less than that of the School programs. There were questions about the programs' ties to literacy. Ms. Rudeiman suggested trying to make some evaluation of the "Seaside Secrets" program.
A caller made the suggestion that Russell Fund programs afford opportunities for people to make donations to Trust Funds.
Ms. Rudeiman had con-

cerns about alienating some patrons of these events, as the tone of the program becomes a fundraising one. This issue will be revisited.

— Mid-year review of Trustee & administrative goals.

Admin- The exterior lighting improvements will take place. Staff is still looking at examples of signs. A shelving plan is being explored. Self-checkout will come out next year. The library kiosk is in place. At the end of year, there will be an eval of the DVD rental collection, LSTA grant has been received, N.G. will do a focus group c̄ small businesses, YA Advisory Board is active, The Discovery Kit project may not take place, in the absence of school libraries, Ms Hood joined Rotary Club, a group is working on a website revision.

Most objectives are on track or more.

Board of Trustees:

4 major Categories:

Library Services to the Community, Library Personnel, Facilities, Financial.

Ms. Fennelly agreed to try working on a Cooperative Calendar w/ the Friends.
Space needs are being reevaluated & a study/recommendation will take place at the next mtg.
No smoking signs need to be "re-placed" to prohibit smoking directly outside the doors.

- Security Cameras - Ms. Loud will give ~~them~~ the Board some information at the next meeting, gathered from other MLN Library directors.

Trust fund policy analysis seems to have hit a stand-still. (George Cushing-document)

other-money for plexiglass frames for art prints

The issue of a library endowment was again raised, this was worked on last year but nothing was accomplished.

— Annual report of donors will be put with the Spring newsletter

— Fundraising - Approx $19,000 has been brought in from the last solicitation. Ms. Rudelman believes that we need to add substantially to the names in the database. Ways to do this were discussed.

— Author program - Ms. Deal was absent. Ms. Fennelly will bring Cookies. Ms. Muldoon volunteered to bring drinks. Fennelly; seconded by Ms. Radochia
Ms. ~~Deal~~ moved to add $1,000 to the Robbins Art Fund for reframing of prints.

Other — E-mail from Judi Pardis, who is serving on a task force to change legislation mandating School

chapter 70

Libraries as part of education, This would add some verbage to the Dept. of Education laws. She is asking ~~from~~ for support from the public library. There is some opposition because this will not necessarily bring additional funding, but, will cut existing funding in more ways. The Consensus was that individual members of the Board could actively support it, but that the Board would not do this as a group.

Ms. Radochia mentioned that she will soon find out if Jean Shaheen can be the first speaker in the Margaret Spengler author series.

March 14th (Wed.)

Adjournment - at 9:40 PM on a Motion by Ms. Fennelly.

Robbins Library Board of Trustees
January 10, 2007

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Frank Murphy was absent.

Approval of Minutes

The minutes of the December 13, 2006 were approved with a correction on a motion by Ms. Fennelly; seconded by Ms. Deal.

Communications

1. Thank-you notes were received from staff members Louise Crosby and Maureen Sonnie for the Board's thoughtfulness in hosting the staff holiday luncheon. 2. Ms. Loud received an email from Bill Talentino, the president of the Minuteman Library Network, regarding possible de-certification of the Medway Library. Ms. Deal made a motion; seconded by Ms. Fennelly, to deny borrowing privileges to Medway residents in the event that the library is de-certified.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about the state's public library matching incentive funding program, the greeter table and downloadable audio books.

Budget Update

Ms. Loud distributed a spreadsheet showing FY07 allocations and FY08 requests. The Town Manager's office is still working on the library budget. Ms. Loud will keep the Board apprised of the status. Finance committee liaisons will visit in either February or March.

Display Policy

This discussion revisited an earlier issue from the December meeting. Issues in question are: 1. Allowing individuals to reserve the exhibit table, as well as groups 2. Multiple reservations by the same group within a two-year period 3. Several displays on the same or similar topic in a short period of time. Ms. Ruderman proposed a plan to tie displays to particular events/months while proactively soliciting displays and coordinating with non-

profit groups. Ms. Loud suggested consulting the MLN Information and Referral database for names of groups. A 24-month calendar would be employed rather than a 12 month. The consensus of the Board was not to allow any bookings for 2008 while the policy is being re-worked. Ms. Fennelly and Mr. Murphy will serve on a sub-committee to review the policy and make a recommendation for revision. They will report at the February meeting. Ms. Muldoon may also be able to assist.

Author Program

Ms. Deal reported that she is looking at the possibility of three different authors. Susan Cheever and Nathaniel Philbrick (the author of Mayflower) are two of them. Claire Cook is willing to speak at a fall program. During the discussion, trustees also suggested Mary Gordon who has written a new book of short stories and Alice Hoffman, who last spoke at the library nine years ago. Ms. Deal will report back on progress.

Annual Report

Ms. Loud presented a draft of the report. Ms. Ruderman suggested that trustees notify Ms. Loud in writing about grammatical/semantic corrections. Ms. Fennelly made a motion to accept the report ; seconded by Ms. Muldoon. Passed unanimously.

Fundraising

The solicitation has thus far brought in $18,886 from individuals and $1,400 from businesses. A decision was made to send reminder postcards to non-responders.

Request for Supplemental Budget for Art Prints

Vicky Slavin submitted a supplemental budget request in the amount of $2,535 to pay for new print purchases, supplies and labor for the print assistant. Ms. Muldoon made a motion to allocate this amount from the Robbins Print Fund ; seconded by Ms. Fennelly. Passed unanimously. Ms. Ruderman suggested purchasing copies of some of the aerial photographs currently on display in the Reading Room to add to the circulating print collection.

Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon made a brief report. The spending seems to be appropriate for this point in the fiscal year.

Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni reported that $25,489.60 has been spent thus far out of an allocation of $39,998. (approximately 60 %)

Mid-Year Evaluation of Trustee and Administrative Goals

This topic was deferred until the next meeting.

Adjournment

The meeting was adjourned at 8:50 PM on a motion by Ms. Muldoon. The next meeting will take place on **Wednesday, February 21st** at 7:15 PM in the **Community Room.**

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees Meeting - January 10, 2007

The meeting was called to order at 7:15 PM. Attending were trustees Barbara Muldoon, Katharine Fennelly, Susan Ruderman, David Castiglioni, Patricia Neal, and Joyce Radochia. Frank Murphy was absent.

-Approval of 12/13/06 minutes- Approval with corrections on a motion by Ms. Fennelly; seconded by Ms. Neal.

Communications -

① Thank-you note from Louise Crosby re: the holiday ~~pa~~ luncheon

② Thank-you note from Maureen Sonnie of the Circulation Dept. thanking the trustees for their thoughtfulness re: the holiday party.

③ E-mail from Bill Talentino of MLN to library directors. Medway Library is in danger of de-certification and has applied for a

waiver but will not hear of
a decision until 2/1/08. MLN
needs to know whether indi-
vidual libraries will extend
borrowing privileges to
Medway residents in the
case of de-certification.
After some discussion, Ms. Neal
made a motion to deny borrow-
Ms. Fennelly ing privileges to Medway
residents in the event of de-
certification; seconded by
Ms. Fennelly.

- Director's reports - Trustees received the written report of the director. Questions were asked about the public libraries reimbursement program, greater Table and downloadable audio books.

- Budget update - Ms. Loud distributed a spreadsheet showing FY07 allocations and FY08 requests. The town manager's office is still working on the library budget. Ms. Loud will keep the Board

apprised of the status. Finance Committee liaisons will visit in either February or March.

— Display policy - this discussion revisits an issue discussed at the December meeting. Issues to be resolved: ① Individuals vs. groups reserving the table ② Multiple reservations by the same group ③ many displays on the same or similar topics in a short period of time. Ms. Ruderman presented a plan for being pro-active about stocking an exhibit table, inviting groups to mount a display. (rather than waiting for groups to approach the library) A 24 month calendar would be employed rather than the 12 month system now used. The consensus was not to allow *any* reservations yet for 2008 while the policy is still in flux.

Ms. Loud suggested consulting the MLN I+R database for

groups to reach out to, since many groups may not be aware of the possibility of library display space. A sub-committee was ~~explored, but there are~~ created to review the policy on exhibits/displays. Ms. Fennelly and Mr. Murphy (?) will do a review and report back at the February meeting. Ms. Muldoon may also be able to assist.

Author program - Ms. Neal reported that she is investigating two local authors - Susan Cheever and Nathaniel Philbrick (the author of the Mayflower). Clare Cook is also a possibility f a spring or fall, as her new book has been published. Alice Hoffman was also brought up as a possibility. It has been 9 years since she last spoke here. Ms. Ruderman also suggested Mary Gordon who has written a new book of short stories.

- Annual report - a draft was presented by Ms. Ford. Ms. Ruderman suggested that Board members notify Ms. Ford in writing of grammatical/semantic corrections. Ms. Fennelly made a motion to accept the report; seconded by Ms. Muldoon. Ms. Ford must turn

- Fundraising - Solicitation has brought in $18,886 from individuals and $1,400 from
171-I businesses. Mailings went
58-B to 171 individuals and
86-I 58 businesses. Thus far
17 new
69 repeats the response has broken down as follows:
11-B 86 individuals (69 repeats and 17 new) and 11 businesses. A decision was made to mail reminder post cards as a follow-up. Ms. Ruderman will e-mail the text of the previous post cards for re-working.

- Request for supplemental budget for art prints - Vicky Slavin submitted a request for an increase of $2535 for new prints, supplies and labor for the page assistant. Ms. Muldoon moved to allocate this amount from the Robbins Print Fund to cover these; seconded by Ms. Fennelly. Passed unanimously. Ms. Rudeiman suggested purchasing copies of some of the aerial photos that are currently on display in the Reading Room to add to the circulating print collection.

- Mid-Year Report of the Trust Fund Liaison - Ms. Muldoon briefly reported that spending seems to be on track

- Mid-Year report of the Russell Fund Liaison - Mr. Castiglioni reported that 25,489.40 has already been expended of the 39,998 allocation, leaving a

balance of $14,508.40. (64% has been expended at mid-year)

next meeting Feb. 21st? instead of the 14th.

- Mid-year Evaluation of Trustee + administrative goals - deferred until next meeting.

Ms. Muldoon made a motion to adjourn at 8:50 PM.

Robbins Library Board of Trustees
December 13, 2006

Call to Order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Frank Murphy, Joyce Radochia and Susan Ruderman. Barbara Muldoon was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Communications

Ms. Ruderman presented a note from Ophelia Dahl of Partners in Health thanking the Board for the trust fund donation. This had been made in lieu of a speaker honorarium for Serena Koenig, MD, who had spoken at a library program in conjunction with the community read of "Mountains Beyond Mountains". Ms. Deal read from a note received from author and book critic Gail Caldwell, thanking the trustees for hosting her at their semi-annual author program. Ms. Ruderman, Ms. Fennelly and Mr. Murphy reported on the staff holiday luncheon that took place on Monday, December 11th. The staff really enjoyed the gathering. Claire Anderson of the Circulation Department was honored for her twenty years of employment.

Director's Report

Ms. Loud distributed copies of the final October 2006 (preliminary report at the November meeting) and the November 2006 reports and the trustees reviewed them.

State Aid Study Committee

Mr. Murphy gave an update on the work of this Board of Library Commissioners committee, of which he is a member. The twenty-five members have held several meetings regarding the pros and cons of the current State Aid program/formula. A timeline for changing/updating this program has been discussed. Even small changes could take two-three years to accomplish. A complete overhaul might take as long as ten years. There are three sub-committees that are working on different aspects of the program. A significant decision about how to decide the local appropriation is being approached. A prior discussion deemed that it would be desirable to explore a Trustee Roundtable meeting at Robbins, hosting a to-be-determined number of library trustees from the immediate surrounding municipalities to Arlington. The Massachusetts Library Trustee Association (MLTA) has been urging towns to consider conducting such meetings to enable better information exchange. Mr. Murphy suggested that one timely topic for such as roundtable this spring might be State Aid for Libraries, as per the above discussion. He volunteered to work with Ms. Loud to work out the details.

Fundraising

Ms. Ruderman reported that solicitation letters were recently sent to individuals and local businesses. She feels that the economic and fundraising climate is more positive than last year, so is hopeful for a good response. Ms. Loud reported that some donations have already been received. Ms. Ruderman mentioned a potential strategy for future growth of the donor database.

Friends of the Library Update

Ms. Diminture updated the Board on the work of the Friends of the Library. The antiques appraisal program which had been postponed by Skinner was held on December 7th. All tickets were quickly resold and the audience was enthusiastic about the program with appraiser Stuart Whitehurst. The Friends' next fundraiser will be an April 26th benefit performance of "Carousel" by the Arlington Friends of the Drama. Ticket prices are $25 for Friends' members and $30 for the general public. Legislation requiring an insured bartender for distributing wine may cause the pre-performance refreshments to be only non-alcoholic. General admission tickets to this event will be sold beginning in February. The Board of Directors is committed to increasing membership this year. Helen Krikorian will head a Membership sub-committee. The Friends' membership database has been converted from Access to FileMaker. The book sale committee has concluded that they will not conduct a mid-winter book sale this year, but may try a "children's books only" sale in conjunction with a future Russell Fund event. The Friends agreed to provide supplemental funds for equipment for this year's database promotion grant. The funds will purchase a wireless handheld microphone and an electric screen as well as pay for installation, wiring and labor for the new video sound system in the Community Room.

Outline of Annual Report

The consensus of the Board was to continue the previous format for the annual report to be included in the town's comprehensive one. For the shorter version for distribution, Ms. Ruderman suggested patterning ours on one like that of the Newburyport Public Library. This will be discussed in more detail at the next meeting.

Author Program Proposal

Ms. Deal has not yet been able to follow up on a proposal by Haley Booksellers. She will contact them for additional information and report back. Ms. Loud suggested trying one of their programs on an experimental basis.

Policy on Public Display Table

The public display policy was re-visited. The question had been raised about whether display table eligibility was limited to non-profit groups or if an individual who identified with a group should be allowed usage. Comparison of other libraries' policies and an interpretation of the Library Bill of Rights regarding exhibit spaces brought up more discussion questions. The topic will be made an early agenda item for next month's meeting, with additional discussion and action on any desired revisions to the existing policy.

Budget Update

Ms. Loud will meet with the Town Manager next week regarding the proposed budget and will keep trustees informed of the status. A request for funds for a waterproofing project has been submitted as a capital budget item. Another request may need to be deferred to cover this cost.

Other

This year, the School Committee (with Ms. Fennelly as the discussion leader) and the Selectmen (Ms. Loud led the discussion) participated in book discussions of the Community Read book "Mountains Beyond Mountains". Ms. Fennelly proposed that, in conjunction with next year's Community Read, the Board of Trustees hold a similar discussion program. Ms. Loud further suggested that some members of the Board serve on the book selection committee. Ms. Deal and Ms. Ruderman agreed to participate.

Adjournment

The meeting was adjourned at 9:15 PM on a motion by Ms. Fennelly; seconded by Mr. Murphy. The next meeting will take place on Wednesday, January 10, 2007 at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

Trustee Meeting - Dec. 13, 2006

- Call to order - The mtg. was called to order at 7:35 PM. Attending were: Trustees David Castiglioni, Patricia Neal, Susan Puderman, Francis Murphy & Katharine Fennelly. Absent was Barbara Muldoon

- Minutes of Nov. 8, 2006 Mtg - Approved as written on a motion by Ms. Fennelly; 2nded by Ms. Radochia.

- Communications - Thank you note received from Ophelia Dahl (Partners in Health) for trust fund donation of $500 on Oct. 25th. Ms Neal received a thank-you from Gail Caldwell regarding the author program that she participated in and for her honorarium. The Trustees very much appreciated her warm letter.

- Director's reports - Fiscal of Oct. 2006 and the new Nov. 2006. -

Ms. Fennelly, Ms. Ruderman & Mr. Murphy reported on the Staff Holiday luncheon, which staff really enjoyed.

- State Aid Study Committee - Mr. Murphy gave a report. There have been several meetings re. pros & Cons of Current State aid program/formula. A Timeline for Changing the program was discussed. Even small Changes Could take 2/3 years. A Complete overhaul might take as long as 10 years. There are 3 sub-groups of the committee. A significant decision is being approached; how to decide the local appropriation (with our the waiver system). The Trustee round table Concept would be the joining together of Trustee members from several Cities/towns to host a meeting of reps. from the Board of Library Commissioners (Rob Maier, Em Claire Knowles, etc.) Ms. Proud suggested inviting members from Contiguous

25 mem- bus

towns. Ms. Ruderman wondered whether we should consider boards with similar structure as attendees. Mr. Murphy will follow up & apprise the members of the status.

— Fundraising – Ms. Ruderman reported that solicitation letters have been received. She is hopeful that the return will exceed last year's response because of the economic and fundraising climate. Ms. Hood reported that some donations have been received. Ms. Ruderman explained a strategy for future growth of the donor list.

'ca'ling yarn cats to gathering

— Friends – Ms. Diminture updated the Board on the status of Friends' activities. (see handout)

Coin/ stamp program?

-outline of annual report – Ms. Ruderman had suggested patterning ours on that of the Newburyport Public Library (the short one that

goes to the public and the ~~annual report~~ select men. The version that is included in the whole town's annual report shall be in the same format.

— author program proposal - Ms. Neal has not yet been able to follow up with this. Ms. Hood recommends trying one program on an experimental basis. Ms. Neal will contact him for information, without committing to anything. She will report back.

?- original proposal Holly book-sellers

— Policy on Public display table - the question was again discussed about allowing individuals to do public display, as well as community groups. Ms Hood studied several library ~~[illegible]~~ policies to determine current practice. Ms. Rudderman + Ms. Neal wondered whether all exhibits should be connected to library

Hillary Price - cartoonist who writes "Rhymes with Orange" - great speaker

Collections. With the policies in front of Board Members, more discussion will take place at a future mtg. Ms. Neal made a motion to defer the in-depth discussion to ~~a future~~ the Jan. mtg; seconded by Mr. Murphy, passed unanimously. The discussion will be an early agenda item.

next mtg: Wed. Jan. 10th 7:15

—Budget Update - Ms. Lord will meet with the Town Manager next Tuesday regarding the status of the proposed budget. She will apprise the Board of the results. Capital Plan - $125,000 has been submitted for water proofing as a new Capital request. Other requests may need to be supplanted to cover this (Carpeting?)

-Other - Ms. Fennelly talked about a recent Community Read book discussion with the School Committee. She proposed that next year, trustees hold their own book discussion.

Ms. Lord suggested that some trustees serve on the selection Committee for the next book. Ms. Ruderman & Ms. Deal volunteered to participate.

- Motion to adjourn by Ms. Fennelly; seconded by Mr. Murphy at 9:15 PM.

Robbins Library Board of Trustees
November 8, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending was library director Maryellen Loud.

Approval of Minutes

The minutes of the October 11, 2006 meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

The following communications were brought up and discussed as indicated:

a. A number of the Robbins Library print collection items have been on temporary loan to the Unitarian Universalist Church for display. The Church has requested of the Library Director that the prints be allowed to remain on loan for an indefinite period or transferred to permanent loan status. The Trustees (without vote) directed that the request be turned down and they be restored to the Library collection by the end of the calendar year.

b. At the last Trustee meeting, under Communications, the Partnership of the Historic Bostons requested that the library host a traveling exhibit kiosk on the history of early Boston, possibly in conjunction with a lecture/slide on the Partnerships' information covering the two Bostons. The Trustees asked Ms. Loud to obtain more information on the request. As a result, at this meeting, the Trustees directed Ms. Loud to explore scheduling for November 2007 or early 2008 to avoid any conflict with the 200th anniversary celebration of the town.

c. Since the Chair (Ms. Ruderman) was leaving this meeting prior to its closing, Mr. Murphy asked to bring up a subject from Other Business. It concerned the possibility of Arlington hosting a Library Trustees Round Table later this fiscal year, inviting Library Directors and Trustees from surrounding municipalities to discuss an agreed-upon set of topics of mutual interest. The Board agreed to explore the request in next month's meeting at greater length; Mr. Murphy agreed to provide more detail at that time.

Director's Report (Preliminary)

The Board reviewed the (preliminary) report of the Director. Queries from various Trustees included: "Pimsleur tapes" described; the laptop thievery in some detail; and the rescheduling (at the very last minute) of the Friends Appraisal program.

Community Read

The year-long Community Read schedule is proceeding with good reaction across Arlington to all the planned events. The Serena Koenig lecture highlighted the October items, with the final book discussion in mid-November.

A possible community read for 2007 was received from an Arlington citizen (Mr. Oakes Plimpton), with the subject being that of Arlington history. The Board reviewed the written proposal, discussed it and decided that the subject matter did not match the Community Read type of literature, but might be an appropriate title for the 200th Anniversary Celebration Committee to consider.

Program Proposal

Ms. Loud presented informational materials on a program, YOUNIQUELY 4 U, sponsored by Checkpoint Systems. After review of the materials, the Trustees decided the library should not participate at this time.

Public Display Policy

Ms. Loud informed the Board that the public display table is scheduled more than a year in advance. Few libraries in the Minuteman Library Network offer display space to community organizations. The Trustees will discuss the policy further at the next meeting.

Outline of Annual Report

A proposed outline for the coming year was included on the agenda and in draft form for Trustee review, using the same format as this year's report. For lack of time, it was moved to next month's agenda.

Other Business

Ms. Muldoon requested the Board consider and approve an increase of $120 in the line item for the Robbins Print Fund assistant. After the rationale was presented, the trustees approved this on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, December 13th.

FY2008 Budget Submission

The budget materials package prepared by Ms. Loud for submission to the Town Manager on November 10 was included in each Trustee's folder for review and discussion. It included the complete set of budget information components for the Library system, with only minor items still to be completed. The format is the same as this fiscal year's submission, plus the narrative portion supplied to the most recent Town Meeting review.

Time was allowed for the Trustees to look over the package contents, followed by various questions for clarification of included items. After some discussion, including selected items of a proposal nature (Sunday hours with personnel estimates, and a part-time technology librarian), the package was accepted by the Trustees with the suggestion to increase the funding requested for materials.

FY07 Trustee Goals and Objectives

The Trustee subcommittee (Ms. Fennelly, Ms. Muldoon, Mr. Murphy) met to prepare an updated Goals and Objectives paper, which was delivered to the Board for their review. Several points were brought up and clarified, with some minor modifications made to the draft. Ms. Muldoon made a motion to approve, seconded by Mr. Murphy, which was then approved by the full Board.

Fundraising Solicitation

Ms. Ruderman had prepared for Board review/comment three draft fundraising letters: two drafts to select from for individual solicitation, and one corporate-oriented letter. The Board made a suggestion for revision to the corporate draft, which was then released for transmittal. After discussion of the pros/cons of each of the two individual letters, the Board requested that Ms. Ruderman create a new letter with sections from both drafts. Finally, there was agreement on mailing particulars, in order to get the letters into the mail by the next meeting.

Author Program

Haley Booksellers submitted a proposal to the Board suggesting a possible collaboration with the Trustees Author program, which was brought up but not reviewed at the last Trustee meeting. After consideration, the Trustees directed Ms. Loud to obtain additional information from Mr. Haley so the Board could determine if the collaboration would enhance the current Author program.

Ms. Deal reported that the October event featuring Gail Caldwell was well received by an enthusiastic audience.

Memorial Lecture Program

Ms. Radochia reported that the meeting with the full Memorial Lecture Committee had not yet been held, but the planning for the first lecture, possibly involving Jeanne Shaheen, was on track for November of 2007 or the spring of 2008.

Community Read

The year-long Community Read schedule is proceeding with good reaction across Arlington to all the planned events. The Serena Koenig lecture highlighted the October items, with the final book discussion in mid-November.

A possible community read for 2007 was received from an Arlington citizen (Mr. Oakes Plimpton), with the subject being that of Arlington history. The Board reviewed the written proposal, discussed it and decided that the subject matter did not match the Community Read type of literature, but might be an appropriate title for the 200th Anniversary Celebration Committee to consider.

Program Proposal

Ms. Loud presented informational materials on a program, YOUNIQUELY 4 U, sponsored by Checkpoint Systems. After review of the materials, the Trustees decided the library should not participate at this time.

Public Display Policy

Ms. Loud informed the Board that the public display table is scheduled more than a year in advance. Few libraries in the Minuteman Library Network offer display space to community organizations. The Trustees will discuss the policy further at the next meeting.

Outline of Annual Report

A proposed outline for the coming year was included on the agenda and in draft form for Trustee review, using the same format as this year's report. For lack of time, it was moved to next month's agenda.

Other Business

Ms. Muldoon requested the Board consider and approve an increase of $120 in the line item for the Robbins Print Fund assistant. After the rationale was presented, the trustees approved this on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, December 13th.

Respectfully Submitted,

Frank Murphy

Robbins Library Board of Trustees
October 11, 2006

Call to Order

The meeting was called to order at 7:16 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the August 15, 2006 meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy. The minutes of the September 18, 2006 meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

1. Arlington High School students will be participating in the "I Have a Dream" Civil Rights Tour, taking them to Alabama and Georgia. They will be conducting fundraising events for the trip. As a thank-you to supporters, they would like to exhibit "fundraising footsteps" of donors in the library upon their return. The Board affirmed its support for this project. Ms. Ruderman suggested a coordinating book display. 2. Circulation staff have requested to hold a fine amnesty month in November, as a way to encourage patrons to return overdue materials. This was approved. 3. The Partnership of the Historic Bostons requested that the library host a traveling exhibit kiosk on the history of early Boston. Miriam Butts would coordinate the display and also offered a paid lecture/slide show to share the Partnership's background information on the links and enduring legacies between Boston, Lincolnshire, England and Boston, Massachusetts. The Board discussed whether to offer this program or whether it would more appropriate as a Friends of the Library activity. The Board directed Ms. Loud to explore potential dates for the exhibit and/or program.

Memorial Lecture Program

Ms. Ruderman updated the Board on the status of the project. She had agreed to approach the Arlington Historical Society about the potential for a co-sponsored lecture. However, a speaker has already been engaged for this program which will be held in March. The consensus of the Board was not to go forward regarding the co-sponsorship. A meeting of the Memorial Lecture Committee will be scheduled.

Director's Report

The Board reviewed the written report of the director. Questions were asked about moisture and door lock problems and issues with the memorial bench.

Trustee Goals/Objectives

Mr. Murphy apprised the Board of the philosophy and methodology that he used in re-writing and re-formatting the trustee goals and objectives. The proposed format uses a long-term set of goals followed by specific annual goals and objectives. Ms. Fennelly suggested the formation of a sub-committee to further study and refine the goals/objectives. Ms. Fennelly, Ms. Muldoon and Mr. Murphy agreed to serve on a subcommittee and will meet for a discussion. They will report to the full Board at a future meeting.

Fundraising

Ms. Loud distributed information regarding a public library matching funds program created through recent legislation. Ms. Loud has set up a separate municipal fund to accept donations to qualify for matching. The goal of the program is to match funds at a ratio of 50 cents/$1.00, but the first year total allocation makes it unlikely that the funds will be that significant. The Friends of the Library annual allocations could be transferred to the special fund to enable matching.

Budget Preparation FY08

Ms. Loud reported that department heads have been directed to prepare budget narratives, but she has no other information to report as of yet.

Author Program

The November 5th program with Gail Caldwell will be advertised through a postcard mailing. Ms. Radochia will obtain paper goods and Ms. Fennelly and Ms. Deal will bring refreshments. An effort will be make to obtain names/addresses/email addresses of attendees with the goal of building a new program database.

Community Read Program

The first book discussion will be held on November 12th. At the Serena Koenig lecture on October 25th, high school students who read the book "Mountains Beyond Mountains" as summer reading will sell refreshments as a fundraiser for Partners in Health's work in Haiti.

Trustees Meeting – October 11, 2006

Call to order – The mtg. was called to order at 7:16PM. Attending were Trustees Katharine Fennelly, Frank Murphy, David Castiglioni, Patricia Neal, Susan Ruderman, Joyce Radochia and Barbara Muldoon, Also attending were:

Approval of minutes: (2 sets)

correct & post to web site

Sept. 18, 2006 – The minutes were approved as corrected, on a motion by Ms. Fennelly; 2nded by Mr. Murphy. Approved.

August 15, 2006 – approved on a motion by Ms Fennelly; 2nded by Mr. Murphy. Approved unanim.

— Communications —

1. High School 11-10/11-15 is doing a fundraising events for a trip to Georgia. As a thank-you to supporters, they would like to exhibit "foot-steps" of donors when they return, Ms. Ruderman

ask Ellen for more details
maura
?

suggested a Coordinating book display.

2 Staff request a fine amnesty month in November. Ms. Fennelly made a motion; 2nded by Ms. Deal, to name November as Amnesty Month. (encouragement to have books returned)

ask Mul for details

3. Travelling exhibit - St. Botolph - Partnership of Historic Boston, Inc., on the history of early Boston. Miriam Butts would Coordinate the display and would also like to present a slide presentation in Conjunction with it. Trustees discussed whether this program would be more appropriate as a Friends of the Library activity. Ms. Deal thought that this Could be sponsored as a tea/slide show. The Board directed Ms. Roud to explore potential dates for the exhibit and/or program.

- Memorial lecture program - Ms. Rudeman updated the Board on the status of this project. Ms.

R. had agreed to approach the A. Historical Society about a Co-sponsored lecture. However, a speaker has already been engaged for this program, to be held in March. The question was asked about whether a Co-sponsorship should be pursued. The Consensus of the Board is for the lecture Committee sub-Committee to meet. This group includes members of the Board of Trustees, Selectmen and Spengler family members.

- Director's report - Questions were asked about moisture problems, trouble with memorial bench, door locks. (The Board reviewed the written report of the director)

-Trustee goals/objectives - Mr. Murphy reviewed the status of the goals revision. The proposed format used a long term set of goals, followed by specific annual goals and objectives. Ms. Fennelly suggested a mtg. of a sub-

Ms. Fennelly will chair.

(Committee to further re-write them. Ms. Fennelly, Ms. Muldoon and Mr. Murphy agreed to serve on a sub-committee and will meet to discuss them. They will report back at a future meeting. (Nov. or Dec.)

— Fundraising — Ms. Ford distributed information regarding a public library fund program ~~put into play by~~ created through legislation. Ms. Ford has set up a separate municipal fund to accept donations into this fund.

(July 1 - Dec 31) (Jan 1 - June 30)

Two reporting periods.

The ideal match would be 50 Cents / $~~1.00~~ $1.00, but the total allocation is limited, so the ~~[illegible]~~ match may not be this significant this year.

* (look for minutes that include discussion of the Foundation)

— Budget preparation - FY08 -

Ms. Ford ~~will~~ has been ~~be~~ directed to prepare the narrative.

—Author Program - Gail Caldwell program will be advertised through a postcard mailing. Ms. Radochia will obtain paper goods and Ms. Neal + Fennelly will bring refreshments + beverages. An effort will be made to obtain names/addresses/e-mails of attendees to build a new database

- Community Read program - the first book discussion will be held tomorrow. At the Lorena Koenig lecture, the High School students will sell refreshments as a fundraiser.

—Revision of Policies - Four policies were brought before the Board for approval of revisions:
① Computer Use in the Library
② Internet Use Policy ~~in the Library~~

3. Study Rooms 4. Tutors

- "Internet use policy" - Approved on a motion by Ms. Fennelly; 2nded by Mr. Murphy.

- "Computer use in the library" - with corrections, the policy was approved on a motion by Ms. Fennelly; seconded by Ms. Neal.

- "Study Rooms" - } the two were
- "Tutors" } approved on a motion by Ms. Fennelly; seconded by Mr. Murphy.

- An individual has applied for exhibit space regarding vegan education. There are conflicts in our existing policy regarding groups vs. individuals. The consensus was to revisit a policy discussion next month. A sub-committee of the Board of Trustees will review the appropriateness of display materials. The policy should be clarified

or at least be made consistent.

~~[illegible]~~ ~~Freeman~~ Mr. Murphy made a motion to adjourn at 9:15.

Robbins Library Board of Trustees
September 18, 2006

Call to Order

The meeting was called to order at 7:22 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Susan Ruderman. Joyce Radochia was absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Russell Fund coordinator Liza Halley.

Russell Fund Programming

Ms. Halley elaborated on her September 12th memo, written with Marianne Uttam, Head of Children's Services, which proposed to shift the $2,400 that is usually spent each year on author programs in the schools to library programs that celebrate literature and promote library use. In addition to problems with the coordination of the author programs in the schools, Ms. Halley explained that the allocation of $2,400 draws precious money away from potential library programs, thus reducing the library's visibility and the ability to celebrate literature and promote the library as effectively as might be possible. The children's services staff hopes to offer additional programs related to the theme of folk tales and stories from around the world, such as a favorite book activity, multicultural book festival, birthday party for favorite authors and book groups for a variety of age groups. The trustees asked many questions of the coordinator, expressing some concern that such a shift would reduce the program opportunities for some children who don't regularly visit the public library. In regard to children's participation in library book groups, Ms. Ruderman suggested coordination with the Boy and Girl Scouts organizations in satisfying merit badge requirements. Mr. Murphy suggested an evaluation of the schools' participation last year as well as information on this year's program, to see if a mixed approach might be feasible for next year. Ms. Fennelly made a motion; seconded by Ms. Deal, to allocate $2,400 of the Russell Fund budget to in-house programming proposed by Liza Halley and Marianne Uttam. Passed unanimously. Ms. Muldoon amended the motion to include the submission of a mid-year progress report. Passed unanimously.

Approval of Minutes

Communications

1. Gordon Russell and a friend toured the library. Mr. Russell also made an unrestricted gift to the library. 2. Joyce Radochia and Patricia Deal have been appointed by the Town Manager to a committee to study raising revenues to enable the Fox Branch Library to become self-supporting. Other members of the committee are: Maryellen Loud (Library Director), Kevin O'Brien (Planning Department), Jack Hurd (Selectman), Allison deSeife (Branch Librarian), Patsy Kraemer (Robbins House and Town Hall facilities manager) and Hillary Rappaport (community representative/ Fox Library user).

Update on the Establishment of a Foundation

Ms. Ruderman reported on her consultation with the state Ethics Commission regarding the question of foundation trustees. The attorney with whom she spoke confirmed that the entire Board of Trustees of the library should not constitute the foundation board. However, application can be made to the commission to allow some trustees to also serve as foundation trustees. Documentation such as town by-laws and information on the creation of the foundation will need to be submitted. The Ethics Commission would render an opinion regarding a potential conflict of interest. Based on this opinion, the Board will consider further action. Ms. Deal made a motion; seconded by Mr. Murphy, to assemble the necessary paperwork to go forward with a request for a ruling. Passed unanimously. The letter of application will be copied to Arlington Town Counsel. Ms. Ruderman will report to the Board once she receives a response.

Fundraising

Ms. Ruderman discussed the possibility of a merged Friends and donors database for the upcoming solicitation. She is concerned about competing fundraising campaigns such as that of the town's Bicentennial committee. It was decided that donors of more than $150 will automatically be made life members of the Friends of the Library. Corporate donors have not been solicited in eighteen months and Ms. Ruderman believes that the timing of this solicitation should be brought in line with that of the campaign to individuals. The solicitation will take place in November. Richard Duffy sent a memo regarding the proceeds of the sale of his new book, "Arlington Then and Now" at the library. The local history room of the library will receive $1570 (with royalties to follow) from the sale proceeds.

Scheduling Trustee Meetings

From now through April, Board meetings will take place on the second Wednesday of each month. The next meeting will take place on Wednesday, October 11th at 7:15 PM.

Margaret Spengler Lecture Series

Ms. Radochia is unable to work on this project for approximately one month. Ms. Ruderman proposed that the Board of Trustees offer to co-sponsor an Arlington Historical Society lecture that has been scheduled for May on the role of women in government. This could serve as the first memorial lecture for Mrs. Spengler, if there is acceptance by the Historical Society. Ms. Ruderman will contact them for permission and to assist with coordination. She will also consult with Ms. Radochia and the members of the Memorial Lecture Series Committee regarding this idea.

Community Read

Ms. Loud reported on her efforts to secure a speaker from Partners in Health for a program related to the Community Read of the book "Mountains Beyond Mountains" by Tracy Kidder. Dr. Serena Koenig agreed to speak this fall. The Board will offer an honorarium of $500.

Trustee Goals and Objectives

Mr. Murphy re-wrote the existing goals and objectives using a baseline of critical levels of library services. Trustees were asked to study these for discussion and possible revision at the next meeting.

Schedule of Holiday Closings

Ms. Loud distributed the proposed schedule for calendar year 2007. Ms. Deal made a motion; seconded by Ms. Muldoon, to accept the schedule. Approved unanimously.

Policy Revision

Ms. Loud brought up the subject of a policy revision regarding study room/tutor usage. After much discussion, it was decided that Ms. Loud would discuss this again with Jennifer DeRemer, Head of Adult Services.

Preliminary Discussion of Next Year's Budget Preparation

Ms. Loud reported that she has no new information to report, but will keep the Board apprised of the status of the budget process.

Author Programs

Ms. Deal noted that Gail Caldwell been confirmed as the speaker for a program to be held on Sunday, November 5th at 3 PM.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about the "greeter" project, exterior lighting and plant maintenance.

Update on Friends of the Library

Ms. Diminture reported on the activities of the Friends of the Library. Amy McElroy, the new Friends' administrative coordinator, is off to a great start. She arranged the volunteer corps for the recent Town Day book sale as well as working at the sale herself. The book sale was a success, netting more than $5,000. Margarida Mappletoft has agreed to coordinate the ongoing book sale and has been working with the former coordinator,

Susanne Blair, during the transition. A fundraiser, an Antiques Appraisal evening, will take place on Thursday, November 2nd at Town Hall. On April 26th, the Friends will once again partner with the Arlington Friends of the Drama to present a benefit performance of Carousel, with a wine/cheese reception. The Friends now have over 400 members and the Board of Directors is committed to trying to increase membership.

Other

Ms. Loud distributed a flyer about a Massachusetts Board of Library Commissioners program on the subject of conducting an annual fundraising appeal. Mr. Murphy told the Board that he has been selected to serve on an MBLC committee to study the issue of state aid allocations.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Mr. Murphy. The next meeting will take place on Wednesday, October 11th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees meeting – Sept. 18, 2006

Call to order – The mtg. was called to order at 7:22 PM. Attending were trustees David Castiglioni, Patricia Neal, Katharine Fennelly, Barbara Muldoon, Frank Murphy & Susan Rudelman. Joyce Radochia was absent. Also attending were library director Maryellen Loud and Assistant director Cynthia McIntire. Also in attendance was Russell Fund Coordinator Liza Halley who discussed the proposed shift in programming this year for the Russell Fund. She submitted & elaborated on a proposal to offer storytellers a "favorite book" ~~display~~ activity, a multicultural book festival, birthday party for favorite authors and the institution of book groups for children of a variety of ages. This summer, there was a very popular middle school age girls book group. A boys group will be

begins in October. Ms. Ruderman suggested coordination with the boy & girl scouts for earning badges. Liza answered questions from board members and justified ceasing stipends to the schools for an author in favor of additional programming in the library(s).

Ms. Fennelly made a motion to allocate $2400 of Russell Fund budget to the in-house author programs proposed by Liza Halley and Marianne Ittam in a memo of 9/12/06.

Ms. Deal Seconded by Ms. Deal.

Ms. Muldoon made an ammended motion to report the progress ~~status~~ of the program at mid-year.

unanimously approved ~~with one~~ one ~~abstention~~. (~~Mr. Murphy~~)

Mr. Murphy suggested studying info about compliance last year of the various schools, with an eye to a mixed program next year.

- approval of minutes - Ms. Deal will complete these. (Aug. 15th mtg.)

– Communications –

1. Visit from Gordon Russell's friend. A donation of $10,000 was received in conjunction with the visit (unrestricted)

2. Joyce R. + Pat D. have been appointed by the T.M. to a Committee to study raising revenues to make the Fox Branch self-supporting. Other members of this committee are Kevin O'Brien (representing the manager), Jack Hurd, Allison de Seife (Branch librarian), Patsy Kraemer, Hillary Rappaport. A local realtor will also be appointed.

K.O.
J.H.
A.D.
P.K.
H.R.

– Update on establishment of the foundation – Ms. Ruderman reported that she consulted the state ethics commission regarding the Constitution of a foundation. The screening lawyer

Confirmed that the entire board should not constitute the foundation board. However, there can be application made to the Ethics Commission for an exemption to allow some trustees to also serve as foundation trustees. By-laws, etc. as well as information about the ~~founding~~ creation of the foundation (and town info) would need to be submitted. The lawyer did say that town documents (by-laws) would supercede state regulations if there is a conflict. The Ethics Commission would simply render an ~~opion~~ opinion. The Board will then consider further actions. Ms. Dial made a motion, seconded by Mr. Murphy, to assemble the necessary paperwork to request an opinion from the Ethics Commission. The letter of application will be copied to Town Counsel. Passed unan. Ms. Ruderman

will report back as soon as she has a response. The turnaround can be very quick.

- Fundraising - Ms. Ruderman discussed the possibility of including Friends & donors in a solicitation. She is anxious about other fundraising efforts upcoming in town, such as the Centennial Committee. Donors who give more than $150 will be automatically made lifetime members of the Friends of the Library.

Corporate donors have not been solicited in 18 months. Ms. Ruderman suggested bringing the business solicitation in line with the individual solicitation.

Check with Amy about database

Richard Duffy sent a memo regarding the proceeds from the sale of his new book, "Arlington Then and Now".
$1,570 total, with ~~proceeds~~ royalties to follow.

- Schedule of Trustee meeting - From now through April, the meetings will be held

on the 2nd Wednesday of the Month. The next meeting will be on October 11th.

- Margaret Spengler lecture series - No progress has been made thus far. Ms. Radochia is temporarily unable to work on this.

Ms. Ruderman proposed that one of the 200 anniversary events, sponsored by the Ard. Historical Society, could be co-sponsored by the Trustees (Role of women in government) with a memorial component for Mrs Spengler. This is planned for May. Jean Shaheen is the proposed speaker. Ms. Ruderman will communicate with Ms. Radochia and then get in touch with the Historical Society regarding acceptance & coordination.

- Community Read - Ms. Loud reported on her efforts to find

a speaker from Partners in Health. a schedule of events was distributed (Oct./Nov.). The Trustees agreed to offer an honorarium of $500 for Dr. Serena Koenig.

- Trustee goals & objectives - Mr. Murphy re-wrote the existing goals & objectives. Most were based on a critical level of library services. Trustees were asked to study these for discussion at the next mtg.

- Schedule of holiday closings - Ms. Loud passed out a proposed schedule for calendar year 2007. Ms. Deal made a motion to accept the schedule; seconded by Ms. Muldoon, approved unan.

MS. Deal

- Policy revision - Ms. Loud verbally discussed a potential policy revision regarding the study room / tutor usage. a proposal was made to make both study room users sign

up. Ms. Fennelly wondered whether tutors could be registered with the library. Ms. Loud will re-discuss with Ms. ~~Ro~~ De Romer of the adult serv. Dept

- Preliminary discussion of next years budget prep - Ms. Loud has no new info to report.

11/5 Gail Caldwell 3PM.

- Author program - Ms. Deal noted that Gail Caldwell has been confirmed for Sunday, 11/5 at 3PM.

- Director's report - Trustees reviewed the written report of the director. Questions were asked about the "greeter" project, exterior lighting, plants.

- Update on Friends of the library - Ms. Diminture reported on the activities of the Friends. (see my sheet)

- other - Ms. Loud distributed a flyer about an MBLC program on

Conducting an annual fund-raising appeal. Trustees are invited to attend

-Frank Murphy will ~~be~~ serve on an MBLC Committee to study the issue of State Aid Allocations.

Mr. Murphy moved to adjourn the meeting at 9:30 PM.
The next meeting will be on Wed., 10/11.

Update on Friends:

Amy MacElroy - new Coordinator.

1. Town Day book sale was very successful, netting slightly more than $5,000.

2. We have a new ongoing book sale Coordinator, Margarida Mappletoft who has been working closely c̄ Susanne Blair to transition this job.

3. Appraisal program from Skinner will take place on Thurs., 11/2. We will begin

registration (probably) next week.
There will be a limit of 40
items to be appraised.

$15- $10- last year

$20-15- This year.

4. Fundraiser with AFD - wine/
Cheese reception - Thur., 4/26
Carousel

5. We now have over 400 members.
John Gearin new Friends
president, is committed
to increasing membership.

Robbins Library Board of Trustees
August 15, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending, library director Maryellen Loud.

Communications

Ms. Ruderman shared with the trustees the original plans for Robbins Library that she had found on E Bay. These plans were pages from the publication: American Architect and Building News.

A patron had expressed concern regarding the content of a book display set up in the library by an Arlington group. The Board felt the display met the display policy.

Directors Report

Trustees reviewed the written report and asked questions regarding the outside lighting being planned for the library grounds.

Town Day

The library trustees will have a table at Town Day, September 9th. A sign up sheet was circulated so that trustees could sign up to assure coverage during the day.

Administrative Goals

Ms. Loud distributed copies of the Administrative Goals for the upcoming year. Following a review by trustees Ms. Fennelly made a motion, seconded by Mr. Murphy, to approve the goals. Passed unanimously.

Trustee Goals

Ms. Loud distributed copies of prior year trustee goals for updating. Mr. Murphy volunteered to reformat the Trustee Goals and Objectives for review at a future meeting. The need for refining the Community section was expressed.

Russell Fund Report

The FY 2006 Russell Fund Report was distributed for trustee review. It was recommended that any grammatical corrections be emailed to Ms. Loud. Ms. Fennelly made a motion, seconded by Ms. Muldoon, to accept the report. Passed unanimously.

Russell Fund Budget

Mr. Castiglioni, the Treasurer of the Russell Fund, presented the FY 2007 budget for review. Trustees discussed a recommended change to transfer the funds currently used to fund author programs in the elementary schools to other activities. Ms. Fennelly made a motion, seconded by Mr. Castiglioni to approve the 2007 budget, though further discussion was requested for the school program change. Budget passed unanimously.

Trust Fund Allocations – FY 2006

Ms. Muldoon, the Treasurer of the Robbins Library Trust Funds, circulated a summary of Fund expenditures for FY 2006. She presented an analysis of the various fund categories including those that were fully expended and those where funds will be carried forward to FY 2007. Ms. Loud expressed concern with the vendors for the purchase of circulating prints. Ms. Muldoon suggested the possibility of purchasing original prints in order to generate increased interest in the collection.

Trust Fund Budget – FY 2007

Ms. Muldoon distributed a recommended budget for Trust Funds for FY 2007. She shared the observation that due to market changes, 2007 would be an improved year for income from the Funds. Ms. Loud distributed requests for funds prepared by Library staff, by department. The budget presented by Ms. Muldoon grouped the requests by source of funds, allocating restricted funds where there was a match. Unrestricted funds were then used to fill remaining requests. Following a discussion by trustees, Ms. Fennelly moved, seconded by Ms. Deal, to accept the budget as presented. Passed unanimously.

Robbins Library Foundation

Ms. Ruderman discussed a concern regarding foundations: Is there a conflict of interest for trustees to serve on the Robbins Library Foundation? She said that the Massachusetts Library Trustees Association was presenting this issue to the State Ethic Commission.

Fox Library and Community Center

Ms Loud discussed the goal of the Town Manager to work toward self- sufficiency for this complex. He plans to put together a committee to review options for support of the Fox Library and the Community Center.

Fundraising

Discussion of the annual appeal was deferred to the next trustee meeting.

Ms. Loud reported that Richard Duffy had offered to donate proceeds from his new book to the Library's Local History Collection. A book signing has been scheduled for Thursday, September 7th for the book. Library trustees are needed to help. Ms. Deal and Ms. Radochia said they would assist with the book sale.

Other

Ms. Loud discussed that as Christmas was on a Monday this year, the plan is to keep the Library open on Saturday, December 23rd. Trustees discussed this and there were some differences of opinion. The Board decided that the library would be open on Saturday.

The next trustee meeting was scheduled for Tuesday, September 12th.

The meeting was adjourned at 9:35.

Respectfully submitted,

Patricia Deal

Robbins Library Board of Trustees
June 13, 2006

Call to Order

The meeting was called to order at 7:18 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Fennelly was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Communications

1. A thank you note was received from the Cultural Enrichment Coordinator at St. Agnes School thanking the Russell Fund for the visit by author Matt Tavares. 2. A citizen, Stephen Baker, communicated via e-mail his concern about the three-month booking policy regarding the Robbins Library meeting rooms. He also questioned differing policies for meeting spaces at the Robbins and Fox libraries. Ms. Loud will let him know that Fox meeting rooms, as the community center portion of the building, are reserved by the Arlington Human Services Department. Trustees discussed whether to alter the existing policy at the Robbins regarding advance bookings. The consensus was to keep the policy. Ms. Loud will so inform Mr. Baker. He will also be advised to contact alternative venues such as the Council on Aging Senior Center and the Community Safety Building. 3. A generous donation was made to the library by Somerville resident Marjorie Gans in memory of her parents. She would prefer that some books be purchased in their memory, but made clear that the gift comes with no restrictions.

Director's Report

Trustees reviewed the written report of the director and asked questions regarding technology projects and issues and the hiring of a Friends of the Library coordinator.

Preliminary Discussion of FY07 Administration/Trustee Objectives

Ms. Loud distributed copies of the FY06 trustee goals/objectives. It was suggested to make new headings to move some items out of the "Community" heading. Trustees should consider these and come to the August meeting prepared to discuss in detail. Ms. Loud will also bring administration goals/objectives to the meeting for review.

Preliminary Russell Fund Allocations

Liza Halley and Marianne Uttam made two preliminary requests for allocations; one for $3,000 for summer programs and the other for $1,200 for the coordinator salary. Ms.

Deal made a motion to allocate $4200 through the end of August; seconded by Mr. Castiglioni. Passed unanimously.

Local Author Program

Flyers were distributed advertising the upcoming Arlington author panel. Board members volunteered to provide refreshments.

Community Read

Ms. Loud has thus far received no response from the agents for Tracy Kidder or Paul Farmer. She will follow up by telephone.

Medway Library

Ms. Loud updated the Board on the status of the Medway Library which has suffered serious budget cuts. Their budget has been reduced from $285,000 to $107,000, which will be used in concert with some small revolving and trust funds. Operating hours will be reduced to twenty per week and the library director's vacant position will remain unfilled. No new materials will be purchased but their membership in the Minuteman Library Network will be retained. The Board discussed whether to continue extending borrowing privileges to their residents if the library is decertified. Ms. Deal made a motion; seconded by Mr. Murphy, to deny borrowing privileges to Medway residents in the event of the library's decertification. Passed unanimously.

Update on Safety Concerns – Library Way

Ms. Loud updated the trustees on the implementation of the recommendations of the town's Transportation Advisory Committee. Phase I items have been implemented or are in process. As for the phase II items, several are included in a Massachusetts Avenue project to be accomplished with state and federal funding, which may not be in place for 2-3 more years. The Board requested that Ms. Loud write a letter to the Town Manager expressing its concern with the delay in implementation of the Phase II recommendations, as this could compromise pedestrian safety. They hope that all recommendations can be implemented as soon as possible with the exception, for financial reasons, of the construction of sidewalk bump-outs at either end of the crosswalk across Massachusetts Avenue. In another matter, Ms. Loud is still addressing the issue of the library's outside lighting.

Friends of the Library Update

Ms. Diminture provided an update on the activities of the Friends of the Robbins Library. There are two excellent finalists for the position of Friends Coordinator and a final hiring decision will be made soon. At their June meeting, the Friends Board of Directors voted

to allocate over $35,000 in funding for FY07 in response to staff requests. One request was to fund small scholarships for a library page(s) planning to attend college. The trustee board was in favor of such a program. Tax implications would need to be examined and program guidelines drawn up. An author program will be held on June 21st with Jeanne Bracken as the speaker. November 2nd has been reserved as the date for the Friends' Appraisal Night fundraiser, to be held at the Town Hall. Mr. Murphy suggested that the Board send a thank-you note to the Friends group for its efforts on behalf of the library.

Fundraising

Ms. Ruderman has been investigating some potential business partners, but has no firm commitment as of yet. Ms. Loud requested that the Board approve an alternate funding source for a Discovery Kits project ($7,000) if it does not receive grant funding through the Massachusetts Board of Library Commissioners.

Memorial Lecture Series

Ms. Radochia reported that Elaine Shea has sent letters to two potential speakers for the inaugural program in the Margaret Spengler Memorial Lecture Series. The Board expressed interest in sending letters of interest to a broader pool of speakers and would like to preview all future correspondence regarding the lecture series. Ms. Ruderman will contact Elaine Shea concerning this. Ms. Radochia and the other trustees agreed to delay the timetable for this program in light of the upcoming Centennial Year programs. Ms. Radochia will update the Board in October.

Sponsorship of Richard Duffy Program

Ms. Loud reported that Richard Duffy's recent book "Arlington Then and Now" has been delivered to the publisher. The Local History Room of the library will receive proceeds of 12 % of the wholesale price for all sales. The Board of Trustees will sponsor an author program/book signing in late September/early October.

Election of Officers

Ms. Deal and Ms. Muldoon served as the nominating committee. The slate of officers presented for FY07 was as follows: Chair – Susan Ruderman, Vice-Chair – Katharine Fennelly, Trust Fund Liaison – Barbara Muldoon, Russell Fund Liaison – David Castiglioni. The slate was approved unanimously on a motion by Ms. Radochia; seconded by Mr. Murphy.

Other

Ms. Loud distributed a revised/updated computer usage policy, which the Board approved as written. Ms. Loud informed the Board that the supply of library letterhead envelopes has been depleted. Since at least half of the library mailings last year were related to trustee activities, she requested that one/half of the cost for new envelopes be paid with trust funds. This was approved.

Date of Next Meeting

The next meeting will take place on **Tuesday, August 15th at 6:15 PM (dinner meeting) in the Community Room.**

Adjournment

The meeting was adjourned at 9:25 PM on a motion by Mr. Murphy.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting – June 13, 2006

Call to order - The meeting was called to order at 7:18PM. Attending were trustees Frank Murphy, Barbara Muldoon, Susan Ruderman, Joyce Radochia, David Castiglioni, Patricia Dial.

Mr. Fennelly was absent

Approval of minutes – May 9th meeting minutes were approved as written on a motion by Mr. Murphy; seconded by Ms. Muldoon.

Communications:

1. Thank-you note from Cultural Enrichment Coordinator from St. Agnes Hawking Russell Fund for author visit of Matt Tavares.

2. Stephen Baker - questions policy of 3-month booking for meeting rooms and difference in booking rules between Robbins and Fox. Trustees discussed whether to alter the policy.

a suggestion was made to have him look into other venues such as the COA Senior Center and the Community Safety Building. Trustees re-affirmed the existing policy.

3. A $10,000 was received from a Somerville resident, Marjorie Hans in honor of her deceased parents. She would like prefer a few books purchased in their memory, but made clear that the gift is un-restricted.

- Director's Report - Trustees reviewed the written report and asked questions about the technology projects and issues, the Friends coordinator.

- Preliminary discussion of FY07 administration/Trustee objectives. Ms. Loud distributed copies of the FY06 goals/objectives. It was suggested to make new headings to move some items out of the "Community" head-

ing. Trustees should think about this and come to the August mtg. prepared to discuss this in detail. Ms. Loud will also bring suggested Administration goals/objectives to that mtg. for review.

- Preliminary Russell Fund Allocations - Request for summer allocation of $3,000. for programs was made and $1200 for the Coordinator
motion salary - Ms. Deal made a
~~request~~ to allocate $4200
through the end of August, seconded by Mr. Castiglioni. passed unan.

- Local author program - flyers were distributed regarding the upcoming Arlington author panel. Some trustees volunteered to provide cookies + drinks.

- Community Read - Ms. Loud has had no responses from either Tracey Kidder or Paul Farmer.

She will follow up by telephone.

- Medway Library - Has experienced serious budget cuts. The library budget will be significantly cut (from $285,000 to 107,000) along with revolving & trust funds. Hours will be reduced to 20 and the library director position will not be filled. No materials will be purchased but the MLN membership will be retained. If they are de-certified, a discussion ensued whether to deny borrowing privileges to their residents. Ms. Neal made a motion to ~~make a policy to~~ deny privileges to Medway residents upon de-certification; seconded by Mr. Murphy. Passed unan.

- Update on safety concerns - Library Way - Ms. Loud updated the Trustees on issues before the Transportation Advisory Committee.

Phase I - in process or has been implemented.

Phase II - part of a Mass Ave.

project to hopefully be funded by state and federal funding. applications will be made but money would not be received for the larger project until 3 years.

Trustees would like to write letter regarding the delay in implementing phase II items and their concerns in this regard. Ms. Loud is still addressing the issue of the outside lights.

- Friends Update - Cindy provided update. Mr. Murphy suggested sending a thank-you letter to the Friends for their efforts. Ms. Loud brought up the question of a scholarship for a library page. Ms. Ruderman brought up the question of tax implications. But, the Board was in favor of the Concept. Guidelines x legalities will be worked out.

- Fundraising - Ms. Ruderman →

Checked out a few potential business partners but nothing has resulted yet. Ms. Lord requested that a funding source be found ($7,000) for a Discovery Kits project which will not be funded by the LSTA through the MA Board of Library Commissioners.

- Memorial Lecture series - Ms. Ra~~ct~~dochia said that Elaine Shea has sent letters to Joan Chichester and ? but has thus far received no ~~supplies~~ replies. The Board expressed an interest in sending letters of interest to a broader group of people. Ms. Radochia and the group agreed to delay the time table on this in light of all of the Centennial year programs upcoming. Ms. Radochia will update the Board in October. The Board would like to review all future correspondence prior to sending.

- Sponsorship of Richard Duffy program - Ms. Lord reported

that his book "Arlington Then and Now" has been delivered to the publisher. The local history room of the library will receive the proceeds, (12% of the wholesale price) end of Sept./beginning of Oct. would be the time for a program/book signing. The Trustees will sponsor.

12% of wholesale price

Ms. Muldoon
Ms. Deal

— Election of officers – Pat ~~Barbara~~ Ms. Muldoon presented a slate of officers for approval:

Ms. Fallon seconded by Ms. Murphy.

Liaison to Trust Funds – B. Muldoon

Liaison to Russell Fund – David Castiglioni

Chair – Susan Ruderman

Vice-Chair – Katharine Fennelly

approved unan.

— Other

① Computer use policy

Ms. Lord passed out a revised/updated policy →

for computer usage. It was approved as written.

- Envelopes (letterhead) - The library has run out of our supply. At least ½ of mailing last year were trustee related, so a proposal was made to pay 50% of the cost with trust funds.

Next meeting date - Tuesday, Aug. 15th 6:15 PM with annual dinner.

Adjournment - M. Murphy made a motion to adjourn at 9:25 PM.

Robbins Library Board of Trustees
May 9, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the April 12th meeting were approved as written on a motion by Ms. Deal; seconded by Mr. Murphy.

Communications

Brett Campbell, who had planned to attend tonight's meeting, has decided to postpone his offer to coordinate an art display at Fox Branch because he is embarking on a new business opportunity.

Author Program

Ms. Deal thanked the office staff for completing the mailing of the flyers for the upcoming author program with Anita Diamant. Ms. Loud apprised the group of the other PR efforts for this event (library web site, Arlington Advocate, Boston Globe and Arlington list). Trustees discussed arrangements for the evening, including food, drinks, flowers and paper goods. Ms. Loud told the Board that she has arranged an Arlington author program for Wednesday, June 28th. Suzanne Gordon, Oakes Plympton and Christopher Castellani have already agreed to speak. Regarding an author program in conjunction with the Community Read, Ms. Loud has approached both Paul Farmer and Tracy Kidder, the subject and author of the book "Mountains Upon Mountains". She is discussing scheduling possibilities with their agents.

Margaret Spengler Lecture Series

Ms. Radochia reported that she met with Elaine Shea and they are considering speakers for the inaugural event in the series. They discussed the possibility of an invitation-only kick-off party with admirers of Ms. Spengler. Volunteers will be sought and funding sources finalized. Speaker availability will determine the date of the first program. Ms. Radochia will report more fully at the June meeting.

Fundraising

Ms. Ruderman has been giving more thought to the fall business solicitation. She is seeking people from the trustees' nominations of business leaders to serve on a committee to act on the library's behalf. Ms. Ruderman is hoping to convene a meeting at the end of the summer. Ms. Loud reported that the library applied for two LSTA grants from the MA Board of Library Commissioners. If allocations do not allow funding of both grant proposals, Ms. Loud asked the Board to identify an alternative funding source for the "Discovery Kits" grant.

Trust Fund Policy Update

Ms. Muldoon sent the proposal from Kirkpatrick and Lockhart to John Maher. He will meet with John Bilafer regarding the possibility of hiring outside legal counsel for the trust fund project.

FY07 Budget Update

The library budget passed Town Meeting last evening. The only question asked was about the ability of this budget to meet State Aid certification requirements.

Director's Report

The trustees reviewed the written report of the director. Questions were asked about Fox Branch personnel changes, Reading Room rentals, retention of the LP collection and exam proctoring.

Appointment of Nominating Committee

Ms. Deal and Ms. Muldoon agreed to serve as the nominating committee to present a slate of officers at the next meeting.

Adjournment

The meeting was adjourned at 8:40 PM on a motion by Ms. Radochia; seconded by Mr. Murphy. The next meeting will be held on Tuesday, June 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Trustees Mtg. – May ~~8~~9, 2006

The meeting was called to order at 7:15. Attending were Trustees David Castiglioni, Patricia Neal, Katharine Fennelly, Joyce Radochia, Susan Ruderman, Barbara Muldoon and Frank Murphy. Also attending were library director Maryellen Loud and assistant Cynthia Klimcinture.

Minutes – The minutes of the April 12th meeting were approved as written on a motion by Ms Neal; seconded by Mr. Murphy. F.M. – 2nded

– Communications – Brett Campbell apologized for not being able to attend tonights' meeting and asked to be able to re-schedule.

– Author program – Ms. Neal thanked the office staff for the mailing regard-

ing the upcoming author program of Anita Diamant, Ms. Lord apprised the group of other PR efforts (web site, Arlington list, Arlington Advocate, Boston Globe) Trustees discussed other arrangements for that evening, including food, flowers, paper goods.

Ms. Lord told the Board that the Arlington local author program will be on Wednesday, June 28th. Suzanne Gordon, Oakes Plimpton and Christopher Castellani have already agreed to speak.

Regarding the author program in relation to the Community Read, Ms. Lord approached both Paul Farmer & Tracy Kidder. She is discussing scheduling with their agents

— Margaret Spengler ~~author~~ lecture series — Ms. Radochia met with Elaine Shea — they are considering speakers →

they discussed a kick-off party (invitation only) initially with people who knew Peg and care about seeing this get off the ground. Volunteers will be sought. This would take place in September. Speaker availability will determine the date of the first program. There is concern about funding sources also being tapped for Centennial events, etc.

Ms. Radochia will report more fully at the June Mtg.

- Fundraising - Ms. Ruderman has been giving more thought to the fall business solicitation. She is seeking nominations of business (leaders) people to serve on a Committee to act on the library behalf. (Bank leaders, realtors, entrepreneurs, technology leaders). [15-20] Ms. Ruderman is hoping to convene a first meeting at the end of summer.

Ms. Lord mentioned that the library ~~was~~ may be awarded a L.S.T.A. grant for the promotion of online data bases. If a second grant for "Discovery Kits" is not funded, Ms. Lord would like the Board to identify an alternate funding source. This grant was written in cooperation with the school department.

Kirk-patrick & Lockhart

- Trust Fund Policy update - Ms. Muldoon sent the proposal from Kirkpatrick & Lockhardt to John Meagher. (George Cushing) He will meet with John Bilafer regarding the hiring of an outside legal counsel.

- FY07 Budget Update - the library budget passed town meeting last evening. The only question asked was about meeting State Aid Certification.

the ability of this budget to meet

- Directors report - Trustees reviewed the written report of the director.

Questions were asked about Fox personnel changes, Reading Room rentals, retention of the LS collection, exam proctoring and a question about charging for this service.

-Appt. of Nominating Committee - Ms. Deal and Ms. Muldoon agreed to serve as the nominating committee & to present a slate of officers at the next meeting.

Other -

The next meeting will be held on Tuesday, June 13th at 7:15 PM. (2nded by Mr. Murphy)

Dessert

Robbins Library Board of Trustees
April 12, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the March 14th meeting were approved as written on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

Ms. Loud discussed the library participation in the upcoming Patriot's Day parade. She also reported that she had talked to Selectman Jack Hurd and Brett Campbell regarding the proposed art exhibits at the Fox Branch Library. They will attend the next trustees' meeting to discuss their proposal and answer questions.

Director's Report

The board members reviewed the written report. Questions were asked about the memorial bench for Rosalind Kantrowitz to be installed on the library lawn, the problem of disruptive children on Thursday evenings and building facility issues.

Trust Fund Budget Report

Ms. Muldoon gave an update on trust fund spending. Overall, 37% of this year's funds have been expended. Ms. Loud explained that staff spends the municipal budget first and that a significant amount of materials from trust funds has been ordered but not yet received.

Russell Fund Report

Mr. Castiglioni reported that $29,675 (74%) of the Russell Funds have been spent thus far. The balance is $10,324. Spending is on schedule for this point in the fiscal year. There are still funds remaining in the YA programs, performers and coordinator labor categories.

Author Program

Ms. Deal updated the board about the schedule of programs. On Thursday, May 25th, Anita Diamant will speak at 7:30 PM at the Town Hall. Her latest book is “The Last Days of Dogtown”. On Sunday, November 5th, there will be an afternoon program with Gail Caldwell, the book editor for the Boston Globe. She is a Pulitzer Prize winner and her latest book is “The Strong West Wind”. Sunday, November 4, 2007 is the tentative date for a program with Clare Cook who wrote “Must Love Dogs”. A suggestion was made to market the programs to local book groups.

Fundraising

Ms. Ruderman discussed the solicitation of local businesses, which typically takes place in April. She suggests a different type of fundraiser since last year’s blanket solicitation was not very successful. A suggestion was made to contact some library-friendly business people to assist with the campaign. The consensus was to work on forming a committee and strategizing with them while postponing the actual solicitation until the fall.

Annual Report Flyer for the Public

The trustees reviewed the draft. Their advice was to better group the accomplishments and to make uniform wording in the “Outlook” section. A great deal of discussion centered on the “Money’s Worth” chart. Ms. Loud will make revisions.

Friends of the Library

Ms. Ruderman reported that she met with Ms. Fennelly and Mr. Murphy to discuss ways in which the Board could support the Friends of the Library. Their consensus was to suggest that the Friends hire a part-time administrative coordinator on a contract basis. The Friends Board of Directors approved this

suggestion and will proceed with this over the summer. They also discussed book sale issues, including long-term storage considerations.

Other

Ms. Radochia met with Elaine Shea regarding the Margaret Spengler lecture series. She will report more extensively at the May meeting. Ms. Loud distributed list/reports of programs that staff attended at the recent Public Library Association conference. Staff will share with each other at a meeting in the near future.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy; seconded by Ms. Muldoon. The next meeting will take place on Tuesday, May 9th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Robbins Library Board of Trustees
April 12, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the March 14th meeting were approved as written on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

Ms. Loud discussed the library participation in the upcoming Patriot's Day parade. She also reported that she had talked to Selectman Jack Hurd and Brett Campbell regarding the proposed art exhibits at the Fox Branch Library. They will attend the next trustees' meeting to discuss their proposal and answer questions.

Director's Report

The board members reviewed the written report. Questions were asked about the memorial bench for Rosalind Kantrowitz to be installed on the library lawn, the problem of disruptive children on Thursday evenings and building facility issues.

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Ms. Muldoon gave an update on trust fund spending. Overall, 37% of this year's funds have been expended. Ms. Loud explained that staff spends the municipal budget first and that a significant amount of materials from trust funds has been ordered but not yet received.

Robbins Library Board of Trustees
April 12, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Bethann Muldoon, Frank Murphy, Joyce Radochia and Susan Redgrave. Also attending were library director Maryellen Loud and assistant director Cynthia Del Ninno.

Approval of Minutes

The minutes of the March 14th meeting were approved as written on a motion by Ms. Muldoon; seconded by Mr. Murphy.

Communications

Ms. Loud discussed the library participation in the upcoming Patriot's Day parade. She also reported that she had talked to Selectman Jack Hurd and Brian Campbell regarding the proposed art exhibits at the Fox Branch Library. They will attend the next trustees' meeting to discuss their proposal and answer questions.

Director's Report

The board members reviewed the written report. Questions were asked about the memorial bench for Rosalind Kaminowitz to be installed on the library lawn, the problem of disruptive children on Thursday evenings and building facility issues.

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Friends of the Library

Ms. Ruderman reported that she met with Ms. Fennelly and Mr. Murphy to discuss ways in which the Board could support the Friends of the Library. Their consensus was to suggest that the Friends hire a part-time administrative coordinator on a contract basis. The Friends Board of Directors approved this

suggestion and will proceed with this over the summer. They also discussed book sale issues, including long-term storage considerations.

Other

Ms. Radochia met with Elaine Shea regarding the Margaret Spengler lecture series. She will report more extensively at the May meeting. Ms. Loud distributed list/reports of programs that staff attended at the recent Public Library Association conference. Staff will share with each other at a meeting in the near future.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy; seconded by Ms. Muldoon. The next meeting will take place on Tuesday, May 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Trustees Meeting - April 12, 2006

- Call to order - The meeting was called at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Francis Murphy, Barbara Muldoon, Joyce Radochia, David Castiglioni.

Also attending were director Mary Ellen Loud & Asst. Director Cynthia Clementine

- Communications

① Ms. Loud discussed the Patriots' Day parade

- Approval of minutes - The mins. of the March 14th meeting were approved as written on a motion by Ms. Muldoon, seconded by Mr. Murphy.

B.M.
F.M.

② Ms. Loud talked to Brett Campbell & Jack Hurd regarding the proposed art exhibits at the Fox Branch Library. They will attend the next meeting to discuss the proposal and answer questions.

- Directors report - Trustees received
the written report. Questions
were asked about the memorial
bench for Rosalind Kantrowitz,
disruptive Children on thursday
evenings and building facility
issues.

- Trust Fund budget report -
Ms. Muldoon gave an update
37% on the Trust fund spending.
Overall, 37% has been al-
ready expended. Monies re-
main in Community Read,
tent Cost, fund raising. of the
restricted funds, 19% has been
19% spent to date.
22% of the fundraising funds
have been spent down,
there is money left for Childrens
materials, particularly audio
visual Materials
(26% of trust funds Combined
have been spent)
Russell Fund report - N. Castiglione
— $29,675 has been spent (74%)
of the Russell Funds thus

for. Balance is $10,324.31

-Russell Fund budget report- which is reasonably on schedule for this time of the year.

YA programs, programs/performers and the Coordinator labor are Categories that still have money ~~but~~ left.

—Author program- Ms. Deal updated the board about the schedule.

May 25 - Anita Diamant
Last days of Dogtown will speak at 7:30 PM at the Town Hall. On Sunday, Nov. 5th, Gail Caldwell,
Strong West Wind book editor for the Boston Globe will speak at 3PM. She is a pulitzer prize winner and author of the newest book "the Strong West Wind". Sun. Nov 4, 2007 is the tentative date for a program with Clare Cook, author of "Must Love Dogs".

The suggestion was made to

market the programs to local book groups.

Fundraising - Ms. Ruderman discussed the business solicitation which typically takes place in April. She recommende a different type of fundraiser since last years blanket solicitation was not very successful. A suggestion was made to contact a few library-friendly business people to assist with a campaign. The Consensu was to work on forming & strategizing with this committee and then postpone the actual solicitation until the early fall.

Leader Bank - tap as sponsor for Community Read

The letter would be signed by the business people too.

- annual report flyer for the public - Ms. Lord distributed a draft for review.

the advice was to better group the accomplishments. In "outlook", change wording to make all uniform. In the "Money's worth" Chart.

?

Ms. Loud will revise the draft.

- Friends of the Library - Ms. Ruderman, Ms. Fennelly and Mr. Murphy met to discuss ways in which to assist the Friends

Book sale questions - Storage space, sales tax collection, etc.

Once the job description is revised, we can send it to Friends Board for approval at June meeting. The person (coordinator) can be chosen during the summer

- Other - Ms. Radochia met with Elaine Shea regarding the ~~Peg~~ Margaret Spengler Author series. ~~they~~ She will report further in May.

- PHA Reports/lists of programs that staff attended. Staff will share with each other at an upcoming meeting.

Adjournment - The meeting was adjourned at ______ on a motion by

The next meeting will be on Tuesday, May 9th.

Robbins Library Board of Trustees
March 14, 2006

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the February 21st meeting were approved with corrections on a motion by Ms. Muldoon; seconded by Ms. Radochia. Ms. Fennelly abstained.

Communications

1. A note was received from Page Lindsay thanking the Board for her retirement open house and good wishes. 2. Ms. Loud shared with the Board a notice from the Board of Selectmen dated 2/13/06, unanimously approving the trustees' proposal to create a lecture series in memory of Margaret Spengler. The members thanked Ms. Radochia for her presentation and Mr. Greeley expressed interest in serving on the planning committee. 3. Ms. Loud brought to the attention of the Board a flyer promoting Library Legislative Day which will take place on Wednesday, April 5th at the State House. All trustees were invited to attend. 4. The Board of Selectmen approved the hanging of the library banners on Massachusetts Avenue during the month of April, during which National Library Week is celebrated. 5. Ms. Loud showed the trustees a flyer for an upcoming promotional event regarding the rental of the Robbins Memorial Town Hall Auditorium and the Robbins Library Reading Room for functions. The event will take place on Sunday, April 2nd. 6. Arlington resident Bill Miekle, who performs as a historic re-enactor, offered to do a program as a fundraiser for the library.

Director's Report

The trustees reviewed the written report of the director. Questions were asked regarding software issues, unruly young adults in the library and the hiring of a new Branch Librarian. The library has entered a team in the upcoming "brain bee" sponsored by the Arlington Educational Enrichment Fund. The team, sponsored by the Friends of the Robbins Library, is composed of Katharine Fennelly, Michael Ruderman and Desiree Goodman. The Board wished them well.

FY07 Budget Update

Ms. Loud reported that the Finance Committee had asked for additional information about the library trust funds. The Finance Committee has approved the library budget as submitted. Last week, the Selectmen held a meeting with department heads to discuss the budgets. For this session, Ms. Loud needed to set out implications of a level funded budget and for budgets with ten per cent increases and decreases respectively. Ms. Lacourt asked the library to explore the creation of an endowment. The Finance Committee reserves the right to further reduce budgets depending on costs for employee health insurance and collective bargaining agreements. Ms. Loud will keep the Board apprised of the budget process.

Fundraising

The trustees discussed the status of the foundation. Mr. Murphy will consult the MA Board of Library Commissioners regarding libraries that currently have foundations. Ms. Ruderman reports that the post-card follow-up solicitation was only slightly successful. She raised a fundraising suggestion to have historical library photographs made into colored postcards for sale. Ms. Fennelly made a motion to expend up to $150 for the creation of the postcard; seconded by Mr. Murphy. Passed unanimously. Ms. Loud and Ms. Deal attended the recent Brookline Library fundraising gala. The event included dinner, live music and silent and live auctions. Ms. Loud and Arlington Town Manager Brian Sullivan will meet with the Brookline library director to discuss details concerning the planning of such an event.

Art Work at Fox Branch

A proposal regarding revolving art exhibits at the Fox Branch was re-visited. Ms. Loud had reviewed the existing display policy including information on sales of the art pieces. Brian Sullivan would like to move forward with this project if the details can be worked out. A suggestion was made to try this on a time-limited basis. The Board made a list of questions and issues for Ms. Loud to discuss with the Town Manager. Ms. Ruderman suggested inviting the proposed curator to a trustees' meeting to discuss details and answer questions.

Author Programs

Ms. Deal has had a commitment from Anita Diamant for a program on Thursday, May 25th. She will discuss her new book "The Last Days of Dogtown" and her other books will be available for sale. She has also been in contact with Claire Cook who was amenable to speaking but not prior to October 2007, as she is now involved in writing another book. Ms. Deal left a message for Gail Caldwell who may be interested in speaking in the fall of 2006. She will work out the details with Ms. Caldwell's publicist.

Annual Report Flyer

Ms. Loud passed out copies of those from the last three years as guidelines. Most liked the "accomplishments" section and the "money's worth" comparison. A draft will be presented at the next meeting.

Review of Warrant Article

The article is being prepared by Town Counsel for the creation of a revolving fund to accommodate funds raised from the rental of the library Reading Room.

Friends of the Library Update

Ms. Diminture apprised the Board on the work of the Friends of the Library. A successful mid-winter book sale took place on March 4th. The next sale will take place in September in conjunction with Town Day. The Friends' annual meeting has been scheduled for Thursday, April 27th in the Community Room. A short business meeting with election of officers will be held at 7PM. The current treasurer has agreed to continue in that capacity. The Friends are seeking a new president and secretary. A slide presentation on the Boston Post Roads will follow the meeting. Paul Hogman of the Arlington Historical Society will be the presenter. New members may join the Friends that evening at the new member rate of $10. A meeting of the newly formed program sub-committee will take place on Wednesday, March 22nd. Plans will be made for at least two programs and a fundraising event. A future trustee agenda item will be a discussion of ways in which to support the Friends in their activities.

Other

Ms. Deal reported that on Tuesday, March 28th, the Arlington Historical Society will present a program on Vittoria Dallin. Ms. Fennelly raised a question about the missing sidewalk lights. Ms. Loud explained that replacement lighting is being investigated. Ms. Loud asked the Board to consider an expensive program for middle-school students being proposed by the Russell Fund Coordinator. Ms. Ruderman asked whether similar programs exist at a lower cost which would accommodate a larger number of children. A positive aspect of this would be offering something interesting for a hard-to-attract age group. A test program could be tried next year.

Adjournment

The meeting was adjourned at 9:25 PM on a motion by Ms. Fennelly; seconded by Ms. Muldoon. The next meeting will take place on **Wednesday, April 12th at 7:15 PM.**

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustee meeting - March 14, 2006

The meeting was called to order at 7:20. Attending were Trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Susan Ruderman, Joyce Radochia and Patricia Neal. Also attending were director Maryellen Loud + Cynthia Klimcinture, assistant director.

Approval of Minutes - The minutes of the Feb. 21, 2006 meeting were approved with corrections on a motion by Ms. Muldoon; seconded by Ms. Radochia. Passed with one abstention.

- Communications:

① thank-you note from Page Lindsay for retirement flowers + good wishes

② notice from BOS (2/13/06) - voted unanimously to approve Board's proposal to conduct a memorial lecture series in memory of Peg. Spengler.

They thanked Ms. Radochia for her presentation

③ Legislative Day flyer

Ms. Loud invited any trustees to attend.

④ Announcement of April 2nd Open House to promote Town Hall + Library Reading Room as rental sites.

⑤ Selectmen approved the hanging of the library banner on Massachusetts Ave. during the month of April. (National Library week)

⑥ Bill Mickle? ~~would~~ offered to do a historical reinactment (Benjamin Franklin) as a fund-raiser.

— Director's report - Trustees reviewed the written report. Questions were asked regarding software issues, unruly children, the hiring of the new Branch Librarian. The library has a team entered in the town's Brain Bee composed of Kathy Fennelly, Michael Ruderman and Desiree

Arl. Ed Enrichment Fund

Goodwin. The Board wished the team well. It the Brain Bees is being sponsored by the Arlington Educational Enrichment Fund.

Start here

- FY07 Budget Update - The Finance Committee asked the Board to provide additional information regarding the trust funds (how much the trust funds are worth and how much is actually spendable) The funds were split into Restricted, unrestricted and Russell.

- 12 unrestricted - $14,000 generated
  asset value $655,000

- Russell - $22,000 generated
  Value 1.5 million

- Restricted - 10 $18,000
  assett value $860,000

These figures are as of 6/30/05

Fundraising

* Ms. Ruderman ~~reminded~~ the Board that the status of foundation is nebulous now due to a question of Conflict of interest.

Ms. Ruderman asked for direction from the Board regarding the next step to take regarding the foundation. She recommends asking the Ethics Committee for a ruling on the issue. ~~Another~~ other alternatives ~~is~~: ① to appoint separate trustees for the foundation
② put the idea of a foundation (Corporation) on hold
Mr. Murphy will consult the Board of Library Commissioners regarding other libraries that have foundations.

Ms. Lord reported that the Finance Committee approved the library budget as submitted. Last week, the Board of Selectmen held a meeting with Dept. Heads to discuss the budgets. The FinCom reserves the right to further reduce budgets depending on Costs for

employee health insurance and Collective bargaining agreements.

For selectmen's session, Ms. Houd had to explain implications of status quo budget, as well as 10% budget decreases and increases. Ms. LeCount asked the library to explore the creation of an endowment. She will keep the Board apprised of the budget process.

- Fund-raising — the post-card follow-up was only slightly successful.

For a fund-raising idea, Ms. Ruderman suggests having historical library photographs made into colored postcards

4x6 1,000 — $125 - one image

an interior image will be selected

Questions - who is the market for these, how many images to purchase, how complicated would the money collection be, etc.

Ms. Fennelly made a motion to expend up to $150 for

the Creation of the post cards; seconded by Mr. Murphy — passed unanimously. Ms. Muldoon says that this will come from unrestricted funds (fund raising funds).

Ms. Deal & Ms. Lord attended the Brookline Library fund raising gala. This included a live and silent auction with very nice items, dinner and a band. Ms. Lord will meet with the Brookline Library Director and the to discuss the proceeds, the work involved, etc.

Arlington
Town
Manager

- Art Work at the Fox Branch - a proposal was re-visited regarding revolving art shows at the Fox Branch. Ms. Lord reviewed the existing display policy, including sale of the works. Mr. Sullivan is anxious to move forward with this project if the details

can be ironed out. A sugges-
tion was made to try this on a
time-limited basis.

The Board wanted to send in-
put to the Town Manager:
(regarding the following points)

1. Funds for system - not
just Fox
2. Mandatory minimum
Contribution from artist
3. New Branch librarian to
have input
4. 6 month trail period
5. Addition to the display
policy, to cover this situation

A question was also asked about
the thoughts of the Arlington
Center for the Arts.

Ms. Rudeiman suggested invit-
ing the potential Curator, Brett
Campbell, to a trustees meeting
to discuss details and answer
questions.

-Author programs - Ms. Neal
has worked on planning.
She has gotten a Committ-

ment from Anita Diamant for a program on Thursday May 25th for a fee of $1,000. She will discuss her new book called Last Days of Dogtown. We will have other books available for sale. She will also sign attendees' own books. Ms. Deal also spoke to Claire Cook who will speak, but not before Oct. 2007 as she is now writing another book. Ms. Deal left a msg. for Gail Caldwell who also may be interested for fall of 2006. Ms. Deal will work out the details with Ms. Caldwell's publicist.

* The question of venue for the Anita Diamant program was raised.

- Annual Report & Flyer - Ms. Lord passed out copies of those from the last 2-3 years as guidelines. Most liked the "accomplishments" section as well as the "Money's worth" comparison. A draft will be presented

at the next meeting.

Start here

Warrant Article - For revolving fund for the Reading Room rental - this has not yet been prepared.

4/24- your meeting begins

Friends of the Library update

Contract with the Friends of the Library?

Friends' Appreciation event

Trustees to have an agenda item for discussion of Friends.

Other

-Pat Neal reported that on Tuesday, March 28th, a program on Vittoria Nallen will take place with the Historical Society.

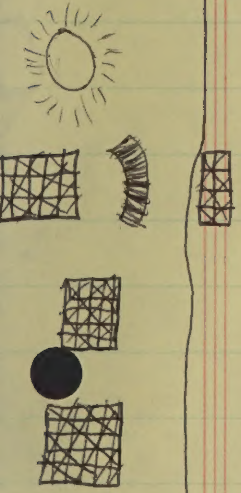
-Ms. Fennelly raised the question about the missing side wall light

lighting. Ms. Holid reported that this is being looked into replacement lighting.

- Ms. Houd brought up a question about an expensive Middle School program
Icamp that Liza Halley was suggesting for the Russell Fund. ($2480/14 children)

Ms. Ruderman asked whether there are competitors for I Camp that could do a similar program at lower cost. (which would accommodate more kids)

A test program could be tried next year.



Next meeting - Wednesday, April 12th

The meeting was adjourned at 9:25PM on a motion by Ms. Fennelly; seconded by Ms. Muldoon. Passed unan.

Robbins Library Board of Trustees
February 21, 2006

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Katharine Fennelly and Frank Murphy were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture, community member Elaine Shea and finance committee liaison Mary Margaret Franclemont.

Director's Report

Board members reviewed the written report of the director, asking questions regarding Process Improvement Teams that staff have formed to improve customer service and about the recent disruptive/malicious behavior of some young adults.

Finance Committee Liaison

Mary Margaret Franclemont, the library's liaison to the Finance Committee, attended the meeting to discuss the FY07 budget process. The full Finance Committee will review all budgets for approval within the next week. However, depending upon collective bargaining agreements, approved budgets may need further reductions. Ms. Loud asked Ms. Franclemont to convey to the committee that the library is quite busy, with long lines for the public at the circulation desk, many patrons still inquire about the possibility of restoring Sunday hours and others attempt to visit the library on Thursday mornings when it is closed. Ms. Franclemont recommends stressing the accomplishments that the library has made, despite budget reductions. She will keep Ms. Loud apprised of the status of the budget process.

Author Programs

Ms. Deal reported that she has corresponded with representatives for Claire Cook, but has not had a final response. Other possibilities for speakers include Anita Diamant, Gail Caldwell or Allegra Goodman. Ms. Deal will follow up with them. Ms. Muldoon suggested David Hackett Fischer who is a winner of the Massachusetts Book Award.

Mid-Year Review of Trustee and Administration Goals

Administration Goals/Objectives– Ms. Loud reviewed the progress on these. An exterior lighting plan is being devised with the town's Building and Maintenance Department. Public Works will work on the weed control issue. Bulbs have been

planted in the patio area. The entire circulation desk area is being studied for re-design. The revised public policy manual has been read and signed off on by staff, who will review it periodically. A new account has been set up for the "speed read" collection. The revised collection development plan has been implemented. Applications will be submitted for LSTA (Library Services and Technology Act) grants to promote the online databases and train the public in their use and for curriculum related kits for the elementary schools. The Chamber of Commerce business expo will be repeated. Reinstating computer classes for the public will have to be deferred. An instructional flyer/handout will be substituted. A Teen Advisory Group will be formed under the guidance of Susan McGonagle and Liza Halley. The children's department monthly newsletter could highlight a database in each issue and a suggestion was made to e-mail the quarterly library newsletter when possible to save postage costs.
Trustee Goals/Objectives – A space consultant may be hired to evaluate space needs and recommend modifications to the internal design. Trustees would like to focus more on the objective of increasing membership in the Friends of the Library. The goal of a joint Trustee/Friends calendar will be modified to describe better coordination with the Friends of the Library. The Internet technology goal will be re-written to update outdated language.

Lecture Series in Memory of Margaret Spengler

Ms. Elaine Shea joined the meeting at this time. Ms. Loud, Ms. Shea and Ms. Radochia attended a recent selectmen's meeting to express the desire of the Board to create a lecture series in memory of Margaret Spengler. A committee will be formed with representatives from the library (Ms. Radochia), the selectmen, the community (Ms. Shea) and perhaps the League of Women Voters and Human Rights Commission. The committee would then meet to discuss issues of frequency, funding and execution. Perhaps the series could center on topics or themes related to Ms. Spengler's life. Fundraising for the series also needs to be addressed. Ms. Ruderman suggested the need for an endowment fund to provide seed money and then sustain the series. Ms. Radochia will oversee the formation of the committee and schedule an initial meeting. A status report will be made to the trustees at their May meeting. There will be an effort to keep this series separate from the semi-annual Trustee Author Program.

Fundraising

Follow-up postcards were mailed approximately three weeks ago and there has been a small response to this mailing.

Art Work at Fox Branch

Ms. Loud shared a proposal from the Friends of Fox for fundraising through the display and sale of local art work. A local artist has volunteered to serve as the curator

and the proposal has tentative approval from Town Manager Brian Sullivan and Town Counsel John Maher. The displays would rotate on a monthly basis and a semi-permanent hanging system would be installed at minimal cost. Questions were asked regarding how this fits in with the library's existing display policy, with specific concerns about insurance coverage, scheduling issues, responsibility for ownership of the hanging system and curatorial control. Ms. Muldoon made a motion; seconded by Ms. Radochia, to seek more information on the proposal. Passed unanimously. Discussion will take place again next month.

Other

Based on discussions with John Maher, Ms. Ruderman believes that the composition of the Robbins Library Foundation board should be re-evaluated. More information will be sought from other library foundations.

Brian Sullivan will accompany Ms. Loud on a visit to the Brookline Library to talk to the director regarding their fundraising galas. Such an event is under consideration for the Robbins Library.

Adjournment

The meeting was adjourned at 9:55 PM on a motion by Ms. Muldoon; seconded by Mr. Castiglioni. The next meeting will take place on March 14th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Mr. Murphy and Ms. Fennelly were absent.

Trustees Mtg. — 2/21/06

- Call to order - the meeting was called to order at 7:15 PM. Attending were trustees Patricia Neal, David Castiglioni, Barbara Muldoon, Susan Ruderman, Joyce Radochia (re-order) Also attending were director Mary-ellen Loud + ass't. director Cynthia Dimintyre

Approval of minutes - Jan. 10th Mtg. - Ms. Radochia moved to approve with corrections. Passed

- Communications x
- Community Time x

- Director's report - Trustees questioned the director about problems with young adults.

- Finance Committee Liaison's visit - Mary Margaret Franclemont ~~and John Haupt~~, the library representative on the Finance Committee, attended to discuss the FY07 budget. The FinCom will go through all budgets for approval (or not) but

496

depending on collective bargaining agreements, they may have to go back and reduce budgets further. Many requests ~~from~~ for reserve fund transfers have been received. The library budget will be presented to the full committee tomorrow (Wed. 2/22)

Ms. ~~Muldoon~~ Loud wanted to convey
to the Fin Com the message that we have long lines continuing at the Circ. desk, people still ask about Sunday hours and line up on Thursday mornings when we are not open. Ms. Franclemont recommends stressing the accomplishments that the library has had despite budget reductions. She will let Ms. Loud know whether the budget passes and keep her apprised of the status.

- Author program - Ms. Deal reported that she corresponded with rep. for Claire Cook, but has heard nothing final. Other possibilities: Anita Diamant

who has a new book coming out. She will soon be appearing at the Reading Public Library ($1,000), Gail Caldwell who has written a biography of Allegra? Goodman who lives locally. Ms. Weal will follow up with these three. Ms. Weal also suggested Brendan Halpern David Hackett Fisher was brought up by Ms. Muldoon. (He is a nominee for a Massachusetts Book Award)

- Mid-Year Review of Trustee Goals and Administrative Goals - FY06

-Admin - Ms. Lord reviewed these. An exterior lighting plan is being devised with Town Buildings/Maintenance Dept. Public Works will work on weed control. Bulbs have been planted in the patio area. The entire circ. desk area layout is being studied for redesign. There is a revised public policy

manual which staff has read and signed off on. This will be reviewed periodically.

account has been set up for the speed read collection. The new Collection development plan has been implemented. An LSTA grant app. will be submitted to train & promote the online databases.

The CoC Business expo will be repeated. Re-instating public PC Classes will be deferred. A flyer/handout could be substituted.

The Children's newsletters could highlight a database each month.

A Teen advisory group will be formed (Liza + Susan)

Newsletter - Suggestion to e-mail to cut down on postage Costs.

The web site may undergo yet another design. The town has hired a new web site designer.

- Trustee goals - a space Consultant may be hired to recommend

reevaluation of space needs and modifications to the internal design.

Increased membership in Friends is an objective that the Trustees would like to focus on.

Positive role of library in the Community - maybe the trustees could send articles to advocate

Internet technology role - Goal should be re-phrased as language is outdated.

Establish a joint Calendar of Friends/Trustees. ("Coordinate with Friends" may be better wording)

Sun., 4/2 - Patsy Kraemer

- lecture series in memory of Margaret Spengler - Ms. Loud & Ms. Radochia attended a recent Selectmen's meeting to express the trustees' desire to create a lecture series. A Committee would be formed with reps. from the family, library, Selectmen's ~~meeting~~ Community, etc.

League of Women Voters... Human Rights Commission
(5 members) -6-

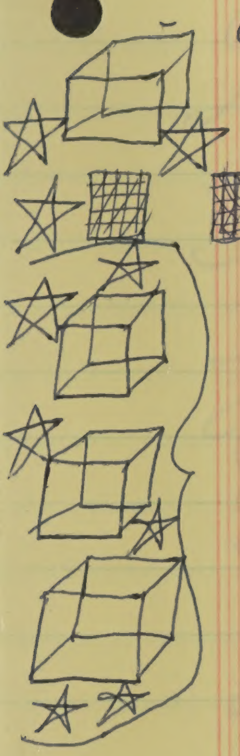
Joan Ottester

there will be an effort to keep this distinct from the Author program. (frequency, funding, execution are points to consider) The Committee should meet to brainstorm - suggest themes related to Peg's life, for example

- Fundraising - follow-up post-cards were sent approximately 3 weeks ago. A small amt. ($130) has been received in response. only 4 were received from approx. 170 mailings.

Ms. Ruderman suggested the need for an endowment to fund this (one-time grant for seed money and then build)
Bio of Peg Spengler that could be sent to Committee members and potential speakers
Ms. Radochia will see that gets ~~the~~ Committee formed ~~and~~ and schedules a first meeting. A update report will be made to the Board of Trustees at the May meeting.
How will Board of Selectmen be Co-Sponsors. Could Kevin Greeley report to the Board of Select-

Mem. Ms. Ruderman hopes that it could be taped for broadcast.



Art Work at Fox Branch — Ms. Lould shared a proposal from Friends of Fox regarding fundraising for Fox Branch. A local artist would serve as curator for displays and possibly ~~sell~~ sell his works at the library (regular rotating art exhibits, a semi-permanent hanging system would be installed at minimum cost.

Concerns mentioned were:

1. Insurance Coverage
2. Scheduling issues
3. Control within only one person (proposed Curator)
4. Who pays for and then owns the hanging system?
5. Financial benefit to Curator

This proposal has been approved by Brian Sullivan & John Maher tentatively.

Ms. Muldoon made a motion to Consider the proposal to establish a Curatorial art operation

establishing a Curatorial art operation

Ms. Muldoon moved to seek more information regarding the proposal; seconded by Ms. Radochia — Passed. Dis-

cussion will take place again next month. The Board would like to review our existing art display space.

- Other — Ms. Ruderman talked to John Maher regarding the composition of the Robbins Library Foundation. (*No member of the Board of Trustees should serve on the foundation due to conflict of interest because for these purposes, trustees are considered as employees of the town) - do not include this in notes.) More information will be sought from other library foundations.

The meeting was adjourned at 9:55 PM on a motion by Ms. Muldoon; seconded by Mr. Castiglioni. Passed.

Within the next couple of months, the town manager will appoint a committee to investigate en-

hancing revenues at the Fox Branch to significantly reduce operating expenses.

Fund raiser - Ms. Lord & Brian Sullivan will visit Brookline to see how their fund raiser works there. (fact finder as a prelude to our doing such an event)

next meeting - march 14th 7:15

Claire Cook
Gail Caldwell
Allegra Goodman
David Hackett Fischer

Robbins Library Board of Trustees
January 10, 2006

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

Ms. Fennelly made a motion; seconded by Mr. Murphy, to approve the minutes of the December 13, 2005 meeting. Passed unanimously.

Communications

1. Richard Duffy told Jennifer DeRemer, Head of Adult Services, that he is writing a book entitled "Arlington Then and Now" for the town's upcoming bicentennial celebration. The expected publication date is September and the plan is for a portion of the proceeds from the sale to benefit the library. He would like the Trustees and/or the Friends of the Library to sponsor a kick-off event with him as the speaker. Books would be made available for sale. The consensus of the Board was to support this endeavor in any way, including the sale of books.
2. The New York Times sent a plaque commemorating Branch Librarian Page Lindsay's designation as "Librarian of the Year" by the newspaper. It will be hung in the Fox Branch Library.

Director's Report

The trustees reviewed the written report. Questions were raised about the wireless project, a color coding system for new books, the elevator repair and proposed staffing for the period after the retirement of the Branch Librarian.

FY07 Budget Update

Ms. Loud apprised the Board that she met with the Town Manager regarding the status of the proposed budget. All new submitted requests were eliminated. The Manager's office increased the utilities line item request by $23,500. The line items for microfilm, sound recordings and books have received minimal increases. The repair and maintenance budget has been level-funded.

Fundraising

Effective January 1, 2006, the Robbins Library Foundation is in existence as an incorporated entity. An application has been made to the Internal Revenue Service to declare the corporation a non-profit entity. Approximately $18,000 has been received thus far in response to the recent fundraising solicitation. Ms. Ruderman suggests a follow-up appeal. The development/fundraising sub-committee will meet soon to devise future strategies. Another discussion took place about the use of eTapestry, a fundraising application service provider. Ms. Ruderman will investigate a funding commitment for this from the Gates Foundation. Trustees discussed future funding for this. Ms. Fennelly made a motion; seconded by Ms. Radochia, to appropriate up to $500 to explore the initiation of the eTapestry system. Passed unanimously. A significant number of donations have been received in memory of an Arlington resident who recently died. Ms. Loud is conferring with the family regarding how the money will be spent.

Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon reported that many allocations remain unspent due to staff shortages in the Adult Services department. Ms. Loud said that this should change soon now that there is a full complement of staff. Technical processing and branch materials line items have been mostly spent down. Non-fiction DVDs have been purchased, circulating art prints have been repaired and the staff recognition money has been spent. A further report will take place at the April meeting. The bulk of staff development funds will be spent to send staff to the Public Library Association Conference in Boston in March.

Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni distributed a spreadsheet showing Russell Fund spending to date. Approximately one half of the allocation for the year ($40,000) has been spent ($19,168). Categories with funds remaining include YA programs and the coordinator's salary. Ms. Loud reported that there has been a transition period between coordinators and that three programs for young adults have now been scheduled. The amount remaining for the fiscal year is $20,831.45.

Policy on Trust Funds

Ms. Muldoon led a continued discussion of the trust fund policies. A question before the Board is how to configure the spending of endowed funds that have no expressed limitations. She informed the other trustees that the Massachusetts legislature passed the Massachusetts Uniform Principle al and Income Act on ~~January 1, 2006~~. Its provisions may impact many of the library's trusts and Ms. Muldoon feels that the Board should defer any policy statement until the provisions of the legislation are

Nov. 2005, effective
Jan. 2006

clarified. Ms. Loud offered several suggestions for projects that could make use of these funds, such as space planning for the audio-visual collections, circulation desk improvements/redesign to address repetitive motion issues, possible security system replacement and matching funds for LSTA grants for which the library is planning to apply.

Mid-Year Review of Trustee and Administrative Goals

This topic was deferred until the February meeting.

Annual Report

Ms. Loud distributed a draft of the annual report. Mr. Murphy suggested the inclusion of a table(s) comparing service statistics to budget and personnel figures. Ms. Fennelly made a motion; seconded by Ms. Deal, to approve the annual report. Passed unanimously.

Community Room Use

There was a request from an individual to use the Community Room to conduct free classes relating to Ralph Waldo Emerson. The Board agreed not to make an exception to the meeting room policy, but will continue to decide on policy exceptions on a case-by-case basis, at the request of the library director.

Author Program

Ms. Deal will report on this at the February meeting.

Memorial Recognition

The concept of a lecture series in honor of Margaret Spengler will be brought before the Selectmen. Ms. Loud will secure a position on the agenda and Ms. Radochia will make the presentation.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Fennelly; seconded by Ms. Deal. The next meeting will be held on Tuesday, February 14th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture
Cynthia Diminture

①Borrower brochure
②Graphic arts work
③order magnets

④Find out about staffing funds
⑤ web site about grant funding

1

Trustees meeting - Jan. 10, 2006

- Call to order - The mtg. was called to order @ 7:20PM. attending were Trustees Katharine Fennelly, Barbara Muldoon, Joyce Radochia, Susan Ruderman, Frank Murphy, Patricia Neal. David Castiglioni ~~was absent.~~ Came later

- approval of minutes - Ms. Fennelly moved to approve the minutes of the 12/13/05 meeting; seconded by Mr. Murphy. approved

- Communications

A. Richard Duffy - told J.D. that he is writing a book called "Arlington then and now" for the Town's bi-Centennial with a portion of the proceeds to go to the library. He would like the Friends to sponsor a kick-off event with him being a speaker. (he would also like to be allowed to sell the book) September is

& Trustees to support

the expected publication date. Trustees consensus was to support in any way, including sale of books.

B. NY Times sent a plaque Commemorating Page Lindsay designation as Librarian of the Year. It will be hung at the Fox Branch.

- Director's Report - Trustees studied/reviewed the written report. Questions were raised about the wireless project, staffing after the resignation of the branch librarian, Color Coding system for new books, the elevator repair.

- FY07 Budget-update — Ms. Loud apprised the Board that all new submitted requests were eliminated. The utility budget is now broken down to electricity and gas. $23,500 has been submitted as the increase by the Manager's office. Microfilm, sound recordings and books line items received minimal increases. Repairs

and maintenance budget has been level-funded. the longevity

— start here

Fund-raising - Effective 1/1/06, the Robbins Library Foundation is in existence as an incorporated entity. Now, an application has been made to the IRS to declare the Corporation a non-profit organization.

approx. $18,000 has been received thus far. Ms. Ruderman suggests a follow-up mailing to catch other donors. The development/fund raising sub-committee will meet soon. (to devise strategy).
Another discussion took place about the use of C-tapestry, a fund-raising application service provider.
~~templates~~

Ms. Ruderman
~~Susan~~ will investigate funding commitments ~~from~~ for this from the Gates Foundation. (1 or 2 years)
Trustees will have to make

a decision about future funding for this.

A motion was made by Ms. Fennelly to appropriate up to $~~150~~ $500 to explore the initiation of the E-tapestry system; seconded by Ms. Radochia. Approved unanimously.

Donations have been received by the library as memorial donations for an Arlington man recently killed in a car accident. Thought is being given to how the donations will be spent.

— Mid-Year Report of the Trust Fund liaison - Ms. Muldoon reported that much money remains unspent due to staff shortages in the Adult Services Department. Ms. Lord feels that this will change. Technical processing & branch materials have been mostly spent down.

40% ↓
comm. read — spent

Staff recognition had spending in Dec. Prints have been repaired. DVD Non-fiction have been →

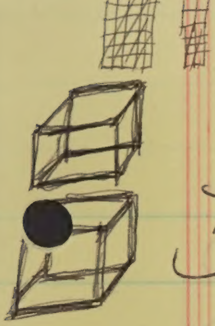
purchased. A further report will take place at the April meeting. The bulk of staff development Funds will be spent to send staff to the Public Library Assoc. Conference in Boston in March.

- Mid-Year report of the Russell Fund ~~Coordinator~~ Liaison - Ms. Castiglioni distributed a spreadsheet showing Russell Fund spending to date. $40,000 original budget - at mid-year, approx half has been spent ($19,168.55). Categories underspent are YA programs and Coordinator's salary. Ms. Pond reported that 3 YA programs have been scheduled. Amt. remaining is $20,831.45.

- Policy on Trust Funds - Ms. Muldoon reminded Trustees that Virginia Clay Fund, A+A Wellington Fund, the Dodge Fund, the Teal Fund, the August Fifth Fund, the Kathleen Care are all funds that have no limitations on spending. →

endowed funds

no limitations



The question before the board is how to configure the spending of these funds. Ms. Loud contributed some ~~[illegible]~~ ideas.

MA Uniform Principle 1/1/06 and Income Act – passed last year by MA legislature. Provisions impact many trusts. Ms. Muldoon feels that the Board should defer any policy statement until the provisions of this legislation are clarified.

→ Several projects should be addressed on various time schedules:

1. Space planning for AV ~~space~~ Collection
2. over-all space plan for possible re-configuration
3. Circulation department solutions to address repetitive motion issues
4. Possible security system replacement
5. Grants that we are considering applying for (LSTA) – 4 are possible; we will probably apply for two.

occupational therapist to advise about repetitive stress

Expanding access – Gates Foundation program →

The Board thought that ~~she~~ ~~[illegible]~~ the Case fund should be left as is at present. (with no limitations or designations)

[redacted] - Mid-Year Review of Admin + Trustee Goals - Ms. Loud will update the Board on the status of these at the next meeting (Feb.) deferred [redacted]

[redacted] - Annual report - Ms. Fennelly moved; seconded by Ms. Neal to approve the annual report of the Board of Trustees and Library Director.
Unan.

Mr. Murphy recommended some tables showing service statistics (increases) versus budget and personnel figures. Ms. Loud cautioned that there was a Circ. decrease in 2003 commensurate with reduced hours.

Ms. Loud would like all comments & corrections by Jan. 13th because it must be submitted by Jan. 15th

- Community Room Use - a man requested use of the mtg.

room to conduct classes related to Ralph Waldo Emerson (free). This is not under the auspices of the Meeting Room Policy as it stands. Trustees would like to consider these situations on a case-by-case basis.

- author program - Ms. Leal with proceed with this & report again at the next meeting.

- Memorial Recognition - the lecture series concept will be brought to the Selectmen. Joyce will present the idea at the Selectmen's meeting (when Board goes to schedule)

- next meeting - Tuesday, 2/14 @ 7:15 PM.

Motion to adjourn at 9:35 by Ms. Fennelly.

Robbins Library Board of Trustees
December 13, 2005

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the November 15th meeting were approved, with corrections, on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Communications

Ms. Ruderman reported that she and Mr. Murphy attended the staff holiday luncheon and enjoyed it very much. Staff was very appreciative of the event.

Director's Report

Board members reviewed the November report. Discussion took place regarding the need to fill the position of Branch Librarian due to the upcoming retirement of Page Lindsay. Trustees congratulated Ms. Loud on the Community Read project being deemed a model program by the MA Board of Library Commissioners. Ms. Ruderman encouraged the director to continue the high quality programs which were associated with this year's project. Solutions were suggested for the cold temperatures at the circulation desk. The "ten favorite books" list has been compiled and posted in the library.

FY07 Budget Update

Ms. Loud has met with the Town Manager. A line item for utilities will be determined by the manager's office for each town building. The requests for restoration of Sunday hours and additional hours for the Technology Librarian and pages were not approved. Other line items, including building maintenance, may also be reduced.

Fundraising

A fundraising solicitation letter to individual donors was mailed on December 2nd. Thirty-two donations have been received thus far, with a dollar value of $3,160. A question was raised about whether these came from existing or new donors. Ms. Ruderman has been in contact with Attorney Marc Elfman regarding the completion of the 501 (c) (3) filing for the Internal Revenue Service. This should be finished soon. Trustees and Friends of the Library will jointly finalize a decision regarding a database software program for future fundraising efforts and mailings.

Historical Trust Fund Review

Ms. Muldoon and Ellen Porretta compiled a spreadsheet of the history of all the library trust funds, at the behest of the townwide trust fund committee. Ms. Muldoon reviewed this with the Board. The trustees held a preliminary discussion of long-term trust fund planning and fund management. Further discussion will take place at the next meeting. The townwide group will meet again after this.

Collection Development Policy

Ms. Loud distributed copies of the recently completed collection development policy that was written primarily by Nancy Gentile, with input from Ms. Loud. This will replace the existing "Materials Collection Policy". Ms. Fennelly made a motion; seconded by Ms. Deal, to accept the policy, with minor corrections. Passed unanimously.

Author Program

Authors Claire Cook who wrote "Must Love Dogs" and Arthur Golden (Memoirs of a Geisha) were offered as suggestions. The latter lives in Brookline. Ms. Muldoon suggested Annie Sullivan and will find out more information about her and the type of novel that she writes.

Friends of the Library Update

Ms. Diminture reminded the Board that the Friends' fundraiser with the Arlington Friends of the Drama will take place on Thursday, January 26th. A wine and cheese reception will be held at 6:30 PM prior to the 8:00 PM performance of "The Unexpected Guest" by Agatha Christie. Tickets are $25/person and are available at the circulation desk. The Friends' next book sale is scheduled for Saturday, March 4th, 10AM-3PM in the library's lower level Community Room. Book donations for the sale will be accepted in February. The annual membership meeting/social will be held in April, perhaps with a musical performance. A sub committee is being formed to plan future programs.

Other

Ms. Radochia spoke to Mark Spengler about the proposed lecture series in memory of his mother, Margaret. He seemed enthusiastic and will present the idea to other family members.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Fennelly; seconded by Mr. Murphy. The next meeting will take place on January 10, 2006 at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees Meeting - 12/13/05

The meeting was called to order at 7:20 PM.

Attending were; Patricia Deal, Barbara Muldoon, Joyce Radochia, Frank Murphy, Katharine Fennelly, Susan Ruderman

Fennelly
Murphy

absent - Dapued Castiglioni
Came late

-Approval of minutes- The minutes of the November 15th meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Mr. Murphy.

-Communications - Ms. Ruderman reported that she and Mr. Murphy attended the staff holiday luncheon and enjoyed it very much. Staff was very appreciative of the luncheon.

-Director's report-
Discussion ensued about filling the position of Branch Librarian and about ~~[illegible]~~ solutions for the Cold temperatures at the Circulation Desk. Trustees Congratulated Ms. Lourd on the Community Read being deemed a Model program.

Ms. Ruderman encouraged that we continue the high level and quality of the programs.

The "10 favorite books" list has been posted in the library and there are copies available.

- FY07 Budget Update – Ms. Lord has met with the town manager. All additional requests will probably be eliminated. The utilities budget will be figured by the manager's office for each town building. The maintenance budget was cut but Ms. Lord apprised the town manager that this could ultimately result in a request for a transfer from the reserve fund.

- Fundraising - Letters went out on December 2nd. 32 donations have come in thus far, with a dollar amount of $3,160. The question was raised whether these are com-

$3,160

ing from new donors.

501(c)(3) - Ms. Ruderman has been in contact with Marc Elfman to complete the IRS filing. This should be finished soon.

We will finalize a decision with the Friends of the Library regarding database software.

— Historical Review of the Trust Funds - Ms. Muldoon reviewed a spreadsheet that she + Ellen Porretta compiled with the trust fund histories. Categories included: the fund name, date of origination, principal received, intent of the donor, the market value as of 6/05, the principal as of 6/95 and net income as of 6/05, accumulated income as of 6/95. Ms. Muldoon was charged with investigating the history by the town wide trust fund committee.

Town wide trust fund Committee

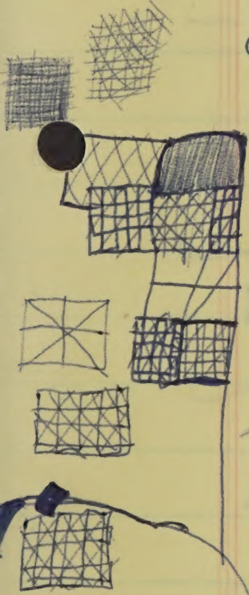
Trustees discussed long-term trust fund planning. What to

spend now and what to hold in trust for the future). In the absence of a common town-wide trust fund policy, each department could form a policy.

Some of the larger unrestricted funds will be studied.

Ms. Deal wondered about obtaining financial consulting regarding nuances of the trust fund growth.

The Trustees will think about a decision-making framework to discuss at the next meeting on January 10th. The town wide group will meet after this date.



- Collection Development Policy - Ms. Gould distributed the recently completed Collection Development Policy. This will replace the existing "Materials Collection Policy". Ms. Fennelly made a motion to accept the policy, with minor corrections, seconded by Ms. Deal. Passed unanimously.

Merry Christmas

Merry Christmas

[Videos - mature audiences?]

Robbins Library Foundation

-Author program- Ms. Deal suggested Claire Cook who wrote "Must love dogs". Ms. Fennelly mentioned Arthur Golden (Memoirs of a Geisha) who lives in Brookline. Ms. Muldoon brought up Annie Sullivan and will find out more information about her & what types of novels that she writes.

-Other- Ms Radochia spoke to Mark Spengler about the proposed memorial lecture series in honor of his mother. He was going to present this to other family members but was enthusiastic.

Next meeting - January 10th 7:15

Ms. Fennelly moved to adjourn the meeting at 9:30 PM; seconded by Mr. Murphy.

Friends

1. Fundraiser - AFD Thursday, 1/26 Agatha Christie - The unexpected guest wine & Cheese reception 6:30 Performance 8 PM.

2. Next book sale - Saturday, March 4th 10AM - 3PM

3. April - Annual membership event with music

sub-
Committee to plan future free programs.

4. Appraisal program for next fund-raiser.

Robbins Library Board of Trustees
November 15, 2005

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the October 6th meeting were approved, with corrections, on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Communications

1. Ms. Loud attended the Board of Selectmen's meeting at which the town's Transportation Advisory Committee gave its recommendations regarding the crosswalk at Library Way and Massachusetts Avenue. The Selectmen approved the recommendations. Ms. Loud distributed the report to the trustees.
2. Press release regarding the award to Branch Librarian Page Lindsay as Librarian of the Year by the New York Times.

Director's Report

The Board reviewed the monthly report for October. It was agreed that once the bench in memory of Rosalind Kantrowitz is installed, a press release will be sent to the Arlington Advocate.

FY07 Budget Update

A summary spreadsheet was distributed. Shown were: FY06 budget figures, the FY07 request amounts and the difference (dollar figures plus %). Ms. Loud is awaiting a meeting with the Town Manager regarding the budget.

Reading Room Rental Policy

Discussion took place regarding wording and items for inclusion. A warrant article will be prepared to create a revolving fund for the revenues raised. Ms. Fennelly made a motion to approve the policy; seconded by Ms. Radochia. Passed unanimously.

Fundraising

The development sub-committee of the Board met prior to the full meeting. A mission statement was discussed. The issue of donor database software was revisited. Ms. Diminture will explore the use of eTapestry, an online application service provider and eBase, a stand-alone database software. She will also discuss these possibilities with the Friends of the Library Board of Directors, as the Friends may decide to jointly use the software. Because of time constraints, this year's fundraising solicitation will use the existing database software. The 501(c)(3) incorporation documents have been completed and will be forwarded to the Internal Revenue Service within a week. Even though this status is pending, the newly created foundation, The Robbins Library Foundation, may begin acting as a 501(c)(3) entity. This foundation is separate from the Board of Trustees of the Robbins Library, but initially, all Board members will serve as foundation board members. Other members may eventually be added. An annual meeting will be held. Ms. Ruderman will survey approximately twelve libraries that have 501(c) (3) foundations. The IRS requires non-profits with at least $25,000 in annual income to make financial filings. Initial revenues to the foundation will come from corporate matching gifts. Ms. Fennelly made a motion; seconded by Ms. Radochia, to authorize Ms. Ruderman to take responsibility for the decisions surrounding document filing. Passed unanimously. The draft of the 2005 fundraising solicitation letter to individuals, prepared by Ms. Ruderman, was distributed for review. It will be noted that the library is now able to accept corporate matching gifts. The Board would like to expand the list of potential donors this year, so all trustees were asked to provide ten names for inclusion in this year's solicitation.

Memorial Lecture Series

Ms. Loud spoke to Jack Hurd of the Board of Selectmen regarding the idea of a joint lecture series in memory of Margaret Spengler. He suggested discussing the idea with her family. Ms. Radochia agreed to do this by the end of the calendar year. With a positive response, the trustees would then request placement on the selectmen's agenda to request co-sponsorship of the series and finalize plans.

Wireless Project

This project, which would provide wireless access to the public, was first proposed approximately two years ago. A donor who promised to provide funding for the equipment declined to go forward. The library is committed to providing this service, which is frequently requested by patrons. The Friends of the Robbins Library have already voted to provide installation funds. Ms. Ruderman made a motion; seconded by Ms. Radochia, to authorize Ms. Loud to spend up to $2,500 from the Furniture and Equipment donor fund for the wireless equipment. Passed unanimously.

Outline of Annual Report

The outline proposed by Ms. Loud was approved on a motion by Ms. Fennelly; seconded by Ms. Radochia. Passed unanimously.

Robbins Print Fund Request

Vicky Slavin requested funds in the amount of $5,762 for the following expenditures: purchase of new art prints, supplies and print bins, repair of existing prints and coordinator and page salaries. Carryover funds reduce this request to $3,063. Ms. Fennelly made a motion; seconded by Ms. Ruderman, to approve this amount. Passed unanimously.

Adjournment

The meeting was adjourned at 9:25 PM on a motion by Ms. Fennelly. The next meeting will take place on December 13th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees meeting - November 15, 2005

Meeting called to order @ 7:20 PM.

Attending: Katharine Fennelly, Susan Ruderman, Frank Murphy, Joyce Radochia, David Castiglioni, Barbara Muldoon
Pat Deal was absent.
Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Dec. 2nd ✓ drop date for solicitation letter

— Approval of minutes — Oct. 6, 2005
Mins. approved with corrections on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

else? arc Elfman

— Communications — A. Memorandum from Transportation Advisory Committee re: the Crosswalk at Library Way & Mass. Ave.
B. Press release regarding the award to Page Lindsay for a N.Y. Times Award (Librarian of the year). The Trustees will draft and send a letter to Ms. Lindsay. ($2500 gift + plaque)
[Copies to Board of Selectmen and Town Manager]

- Director's report -
When the R. X. memorial bench is installed, a press release should be sent to the Advocate.

- FY07 budget update - a summary spreadsheet was distributed. Shown were: FY06 budget figures, the FY07 request amounts and the difference (dollar figure plus %) Ms. Lord will wait for a meeting with the Town manager re: the budget.

- Reading Room rental policy - A warrant article for a revolving fund will be prepared. Discussion took place regarding the wording and suggestions for inclusion.
Ms. Fennelly made a motion to approve the policy; seconded by Ms. Radochia. Passed unan.

- Fundraising - the Development sub-committee met prior to this meeting. A Mission Statement was discussed as were donor databases. Ms. Diminiture

will explore etapestry & ebase as well as discuss this with the Friends. a decision will be made by the end of the calendar year.

- 501(c)(3) documents have been drafted and should be complete (sent to IRS) within a week. [501C3 (status pending)] A foundation will be created, separate from the Board of Trustees. Initially, all trustees will be foundation board members. This could eventually be changed.
- Even though the IRS has not made a final decision, the foundation may begin acting as a 501C3 foundation.

Robbins Library Foundation

An annual meeting will be held.

Ms. Reidelman will survey approximately 12 libraries in MA that have 501(c)(3) foundations (4 basic questions)

The IRS requires that a non-profit who has $25,000 income must do an annual financial filing. This should not be an issue for at least the first year

-4-

or two. The initial revenues would be from Corporate matching gifts.

Corporate matching gift.

~~The Consensus~~

Ms. Fennelly moved to authorize Ms. Rudeiman to take responsibility for decisions regarding the filing of the documents; seconded by Ms. Radadia passed unan.

— 2005 solicitation letter

Ms. Rudeiman did a draft of the letter which the Trustees received.

(a notation will be made "we can now accept Corporate matching gifts. Check here if you would like to begin this process".)

When donations come in, Ms. Rudeiman will try to identify those with Companies that provide matching gifts.

The Board would like to expand the donor database this year. Each trustee was asked to provide few names for inclusion in this years mailing. These will be sent via e-mail to Ms Rudeiman who will send ->

*notify pat

them to the administrative office. Names should be received by Monday, 11/21.

— Memorial lecture program - Mr. Pould spoke to Jack Hurd of the BOS. Since Mrs. Spengler has already been deemed worthy of memoralizing, the next step would be to request a co-sponsorship with the BOS for a memorial lecture series. He suggested discussing the idea with the family. Then, the Trustee Board would be put on the Selectmen agenda to finalize plans. Mr. Radochia will contact Mark Spengler by the end of the calendar year, to guage the family's response.

— Wireless project — The wireless project was proposed approx. 2 yrs. ago. The donor who we thought would provide the equipment pulled out of the project. We are now committed to implementing this service. Patrons ask frequently

for this. Ms. Fennelly made a motion to authorize Ms. Loud to decide which account to use to provide funding for this project

Joyce Radochia

Substitute motion - Ms. Ruderman to Autorize Ms. Loud to spend up to $2500 from the Furniture & Equip fund for the wireless project; seconded by Ms. Radochia. Passed unan. (1st motion gone away)

- outline of annual report - a proposed outline was approved on a motion by Ms. Fennelly; seconded by Ms. Radochia.

- Robbins Print Fund request - Vicky Slavin requested funds for new prints / print repair / art print bins / supplies and page & Coordinator salary. (total 5762). Carryover funds means the request would be $3,063. A motion was made to expend this money; by Ms.

Fennelly; seconded by Ms. Ruderman. Passed unan.

- other
  Staff appreciation lunch is funded.
  $200 was voted for staff recognition

- Next meeting - Tuesday, Dec. 13th
  7:15 PM.

Adjournment - Ms. Fennelly made a motion to adjourn at 9:25 PM.

Robbins Library Board of Trustees
October 6, 2005

Call to Order

The meeting was called to order t 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the September 12, 2005 meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Director's Report

Ms. Loud received guidelines from the Town Manager's office regarding the FY07 budget. The narrative portion is due on October 19th and the financial section is due on November 2nd. Ms. Loud will e-mail the proposed budget to the members of the Board. Department heads were reminded that budget increases for the town will be capped at 4%. This amount could easily be taken up by health insurance cost increases, personnel raises and utility costs. Trustees held a brief discussion of increases to include in the proposal. After November 2nd, the department heads will meet with the Manager. His budget recommendation will be finalized in December.

Fundraising

Ms. Ruderman distributed spreadsheets showing solicitation performance for FY2002-2005 for both individuals and businesses. Discussion took place about identifying potential donors in addition to soliciting previous donors. The business yield has been steadily going down FY02-05. Donor fatigue seems to be a problem, especially for small businesses. Also distributed was a draft of "Robbins Library Trustees Fundraising Plan/Responsibilities". The trustees believe that a fundraising budget amount should be associated with the fundraising plan. Attorney Mark Elfman is in the process of incorporation for the 501(C) (3). Ms. Ruderman feels that a development sub-committee of the trustees needs to be re-formed. Mr. Murphy, Ms. Deal and Ms. Fennelly agreed to serve with Ms. Ruderman. The idea of a memorial lecture series was again discussed. The Board of Selectmen will be contacted regarding their potential interest in co-sponsoring the project. Prospect management system software could identify cumulative giving. Ms. Ruderman suggested E-Tapestry, a package that could handle both membership management and fund management for the Board of Trustees and the Friends of the Library. This is a type of software known as ASP, Application Service Provider. It is a subscription database with a moderate learning curve. Ms. Diminture will check the software demo. The other possibility is a simple inexpensive database software package called FileMaker.

Warrant Article – Reading Room

Ms. Loud will speak to the town counsel regarding a warrant article for the creation of a special fund to accept revenues from the rental of the Reading Room for functions.

Space Needs Study

Ms. Loud will explore securing a consultant(s) to inexpensively study the library's space needs. Suggestions will also be taken from the library tours that staff are engaged in as part of the Customer Service project.

Friends of the Library Update

Ms. Diminture updated the Board on the status of the Friends' activities. The Friends' Town Day book sale was very successful, raising over $6,000. Several new Friends' memberships were received that day. The Friends will be conducting a fundraiser with the Arlington Friends of the Drama. A benefit performance of Agatha Christie's "The Unexpected Guest" will take place on Thursday, January 26th. Tickets, which are now available, are $25/person and include a wine and cheese reception. There will also be a 50/50 raffle. A member of the Friends' Board has expressed interest in heading up a program committee. When this committee is underway, a combined Friends/Trustee calendar will be devised.

Other

Ms. Muldoon met with the town's Trust Fund Management Committee. The group has been charged with developing a policy for the town. Ms. Muldoon will do a report of our funds, with a history, to be presented at the December meeting. Then, the trustees could develop their own policy to discuss with the town group.
Ms. Loud reviewed the upcoming Community Read activities for October and November. The last program will take place on January 30th when Michael Thompson will conduct a program on bullying, to be co-sponsored by the Arlington Education Co-Forum.

Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will take place on **November 15th at 7:15 PM.**

Respectfully submitted,

Cynthia Diminture

- Check etageres for demo
- Check potential dates for Marc Wey/ for Shopper tour
- arrange with Nancy/Ellen for Journal for C.S. project

Maryellen-
Shelves-
Tucker

Trustees Mtg - Thursday Oct. 6, 2005

- The meeting was called to order at 7:20PM. Attending were: Katharine Fennelly, Barbara Muldoon, Joyce Radochia, Frank Murphy, Susan Ruderman, Patricia Dial and David Castiglioni (for town day - tent plus other permanent items for book sale)

- Approval - Minutes of Sept 12, 2005 meeting were approved on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

- Communications - none

- Director's Report -
off-site storage for ~~[illegible]~~ book sale storage? Is there any affordable space in town.

Submit updated home page for admin review

Ms Loud received guidelines from town manager's office regarding the FY07 budget.

10/19
11/2

4% cap on all dept. budgets

The narrative portion is due on 10/19 and the financial section is due on 11/2. Ms. Loud will send Trustees an e-mail msg. with the proposed budget. Dept. Heads have been reminded that Departmental budgets will be capped at 4% increases. This could be eaten up by personnel raises and health insurance costs. A discussion took place about what to ask for in terms of increases (Sunday hours?) - However, the over ride premise was no restoration of services; just maintenance. Utility costs are a concern. After Nov. 2, dept. heads will meet with the managers which will be finalized in December.

- Fundraising - Ms Ruderman distributed spreadsheets showing ~~solitat~~ solicitation ~~[illegible]~~ performance for FY 2002-005 for both individuals and

businesses. Discussion took place about identifying potential donors, not just soliciting previous donors. Donor pool is stagnant, which does not lead to growth.
The business yield has been steadily going down FY02-05.
Donor fatigue seems to be a problem, especially for small businesses.

Also distributed was a draft of "Robbins Library Trustees Fundraising plan/responsibilities".
Attorney Mark Elfman is in the process of incorporation for 501(c)(3).
A development sub-Committee of the trustees needs to be re-formed.

Prospect management system - software could identify cumulative giving (E-Tapestry) This can do membership management and fund management.
E-tapestry - offshoot of Fundmaster

List price is based on # of records that you have ($65 for year subscription) Moderate learning curve. Must purchase tech-support as an extra.

non-profit

ASP- Application service provider

E-base - underlying software is FileMaker Pro. Susan thinks that this is not as flexible as possible.

Importing/exporting
Mailing labels

Susan, Kathy & I could meet regarding this with some members of the Friends.

* Check demo on e.tapestry.com

After we demo the database, [illegible] trustees will make a decision.

Town lists and Advocate subscription list (or similar) can be used for donor acquisition as

well as Friends' membership enhancement.

Trustees believe that a fundraising budget amt. should be associated with the fundraising plans.

Targeted telephone work - Call donors to thank even when it is not solicitation time.

- Credit Card gifts?

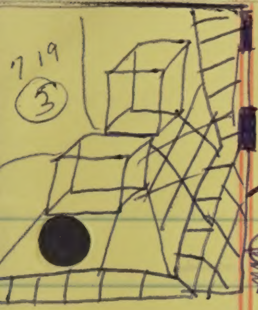
Sub-Committee for biennial fundraising events?

Scanned signatures for fundraising letter?
(blue ink)

Frank, Kathy, Pat and Susan agreed to serve on a development sub-Committee.

— Memorial lecture program - Trustees believe that they would like to have a Co-sponsor in the Selectmen Board.

719
③



Ms. Ruderman will approach the ~~Trustee~~ selectmen Chair about pursuing the selectmen's interest in this.

- Warrant article - Reading Room
Ms. Hould will speak to the Town Treasurer regarding a warrant article for the Creation of a special fund to accept revenues from the rental of the Reading Rooms for functions.

Space needs study - Ms. Hould will investigate obtaining consultants to study the space needs (at low cost). (a fresh look) We will take suggestions from Shopper Tours.

Friends of the Library update - Ms. Ruderman questioned whether donors should also be included as Friends members.

- other - Ms. Muldoon met with town's Trust Fund Committee. the group has charged to develop a policy for the town. Ms. Muldoon will do a report of our funds, with history, will be put on the December agenda. Then, the Trustees could develop their own policy to discuss with the town group.

- Community Read activities -
  Oct. 14th - book discussion
  Oct. 20th - Movie night
  Nov. 6 - Sun. (Sharon Kennedy - Irish / Jewish folktales

  Nov. 9 - book discussion

  Nov. 13 - Sun. - music of the Irish / Jewish immigrant experience

  Jan. 30 Monday - Michael Thompson - bullying Talk - Co/sponsor Arlington education Co-forum.

11/15/05 - Next meeting

The meeting was adjourned at 9:40 on a motion by Ms. Fennelly; seconded by Ms. RadoChia.

The next meeting will take place on Tuesday, November 15th at 7:15 PM.

Robbins Library Board of Trustees
September 12, 2005

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the August 17th meeting were approved with corrections on a motion by Ms. Fennelly; seconded by Mr. Murphy.

Director's Report

The July and August reports, in a new bulleted format, were distributed. Trustees asked about progress on filling vacant library positions. Ms. Loud updated the Board on the status of the Metrowest delivery service.

Policy on Rental of Reading Room

A draft of the policy was distributed for review. Questions were raised about the definition of non-profit organizations and about political usage vs. political fundraising events. Other items were discussed and/or edits suggested.

Schedule of Holiday Closings

Ms. Loud distributed the proposed schedule of closings for FY2006. Ms. Deal made a motion; seconded by Ms. Radochia, to approve the schedule. Passed unanimously.

Author Program

Ms. Deal led a discussion of plans for the next program. Concern was expressed regarding conflicts with upcoming Community Read events. The consensus of the Board was that an author program should be deferred until spring. Trustees should continue to make suggestions of speakers for this program.

Timeline for Trustee Projects

This agenda item was deferred to a future meeting.

Trustee Agenda Calendar

An amended calendar was distributed.

Preliminary Discussion of Next Year's Budget Preparation

There has been no directive as yet from the Town Manager's office regarding the FY07 budget. Ms. Loud will keep the board apprised.

Town Day

The trustees' booth is fully staffed.

Other

1. An allocation of $1,000 was previously voted for the purchase of an additional circulating art print bin. Since the actual cost was $1,237, Ms. Loud requested a supplemental allocation of $237, to be taken from the Robbins Print Fund. A motion was made by Ms. Muldoon; seconded by Ms. Deal, to approve this. Passed unanimously. 2. The sing-a-long performers have requested an increase in payment from $75 to $100 per session. This would amount to approximately $1,000 per year. Ms. Fennelly made a motion to increase the fee; seconded by Ms. Deal. Passed unanimously. 3.Ms. Ruderman asked whether there were any plans to host events relating to the Public Library Association conference when it takes place in Boston next spring. Ms. Loud will contact the MA Board of Library Commissioners regarding the schedule.

Adjournment

The meeting was adjourned at 8:55 PM. The next meeting will take place on **Thursday, October 6th.**

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees mtg. - Sept. 12, 2005

Call to order - The meeting was called to order @ 7:20 PM attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia, Susan Reiderman, Frank Murphy. David Castiglioni was absent.
Also attending were director Maryellen Loud + ass't direc- for Cynthia Dimexture

- Minutes - Correct spelling of K. Fennelly Town Manager. The minutes were approved with corrections on a motion by Ms. Fennelly; seconded by Mr. Murphy. Passed unan.

- Communications - none

- Director's reports - July and Aug. reports were distributed in the new bulleted format. Trustees asked about ~~the~~ the current hiring. Ms. Loud updated the Board on the status of the Metro West delivery service.

- Policy on rental of Reading Room -

A draft of the policy was distributed for review. Questions were raised about the definition of non-profit organizations and about political usage vs. political fundraising events. Should the Fire Dept. need to approve the occupancy # for this space? Other items were discussed and/or edits suggested.

- Schedule of holiday closings - For 2006 was passed out - Ms. Deal made a motion; 2nd ed by Ms. Radochia to approve the Schedule. Passed unan.

- Author program - Ms. Deal discussed the next program to be held. Concern was expressed regarding conflicts with upcoming Community Read programs. If Pete Hamill is able to be a speaker, then this would take care of an author program. Some suggestions were Anita

Enemies of God - Daley

Shreve, Anita Diamant, James Carroll, the Consensus of the Board is that an author program should be deferred until spring. (April is the preferred month)

~~Deferred to a future meeting.~~

- Timelines of trustees projects -

Some items were added this year.

1 agenda Calendar - ask Maryellen

- Preliminary discussion of next year's budget preparation -

* Friends program Committee - Put a joint Calendar on the agenda for the Oct. meeting

There have been no directives yet from the Town Manager's office. The entire budget for the Town should not increase by more than 4%, so Ms. Poud expects that our budget will be

level-funded.

- Town Day - All booth slots have been filled.

- other
$1,000 previously voted to purchase an additional art print bin. The cost was actually
237 $1,237 so Ms. Loud requested an additional $237 allocation. A motion was made by Ms. Muldoon, 2nded by Ms. Deal to approve this.

- Sing-a-long performers have requested a raise from $75 to $100. (approx. $1,000 total) Ms. Fennelly moved to increase the fee; 2nded by Ms. Deal. Passed unan.

- Ms. Ruderman asked whether there were any plans to host events relating to PHA in the spring. Ms. Loud will contact the BHC to make another.

The next meeting date will be Thursday, October 6th.

The meeting was adjourned at 8:55PM.

Robbins Library Board of Trustees
August 17, 2005

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 21st meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy. Passed unanimously.

Communications

1. A thank-you note was received from Nancy Gentile for her staff recognition gift. 2. Ms. Diminture reported that Jack Hurd had telephoned on behalf of the Friends of the Fox Library. The group was appreciative of a letter sent to them by the Board of Trustees and the library director. They are interested in continuing their fundraising efforts for the branch on a small scale and would like to collaborate with the Friends of the Robbins Library on future projects.

Director's Report

A summary report for June was distributed. A verbal report was given for the month of July. Topics covered included weeding projects, the new roof at the Fox Branch, the award of a Customer Service grant, air conditioning and elevator problems and the Metrowest/MLN delivery backlog which was explained by Ms. Loud. A gift was received from the Boston Foundation as a bequest from the estate of John Hagopian. The Board advised the director that for future written reports, a bulleted format would be sufficient.

Review of FY2006 Administrative Goals

Ms. Loud told the Board that the Town Manager encourages them to host a major fundraising event in the Reading Room. The trustees strategized about how to proceed and will put the item on the agenda for next month's meeting. With assistance from Patsy Kraemer, Ms. Loud is working on a policy to raise funds through the rental of the Reading Room. A draft will be shown to the trustees when the Town Manger has approved it. The Board also discussed several ways to memorialize Margaret Spengler and will continue discussions at a future meeting.

Approval of FY2006 Trustee Goals

Since it has been accomplished, the goal "plan a celebration to mark the 10th anniversary of the library expansion/renovation" will be removed. A new goal was established to coordinate with the Friends of the Library on an annual calendar of events. Goal 3D – Add "Friends of the Fox Branch" to existing language mentioning "Friends of the Robbins Library and other individuals and groups in the community." Ms. Fennelly made a motion; seconded by Ms. Deal, to approve the FY06 goals. Passed unanimously.

Report of FY2005 Trust Fund Expenditures and Approval of FY2006 Allocation

Ms. Muldoon distributed a spreadsheet showing expenditures and the proposed allocation for FY06. This included funding for all requests made by staff. Ms. Fennelly made a motion; seconded by Ms. Deal, to approve trust fund requests in the amount of $34,980. Passed unanimously.

FY05 Russell Fund Report

Trustees were given copies of the report which was written by outgoing Russell Fund coordinator Donna Keefe and Marianne Uttam, Head of Children's Services. A copy will be sent to the donor.

Report of FY2005 Russell Fund Expenditures and Approval of FY2006 Allocation

Mr. Castiglioni, Russell Fund liaison, reported that for FY2005 $29,758.97 was spent, out of an allocation of $29, 974.00. A budget of $40,0000 was proposed by the Children's Department for FY06. Ms. Fennelly made a motion to approve the proposal; seconded by Mr. Murphy. Approved with 6 in favor, 1 opposed. The trustee calendar will be amended to include an opportunity in April to discuss the amount of funding available for Russell Fund/Trust Fund spending.

Donor Policy

Much discussion took place about the latest draft of the donor policy. The question of recognition for cumulative donations was explored. Ms. Fennelly made a motion; seconded by Mr. Castiglioni, to approve the policy. Passed with 4 in favor, 3 abstentions.

Town Day Booth

The trustee booth will again be staffed. A free raffle for a $25 book store certificate will be offered.

Author Program

The program will take place in late October/early November. Suggestions for speakers will be entertained by the sub-committee.

Community Read

The kick-off event will be a concert by the Shirim Klezmer orchestra on Tuesday, August 23rd at Town Hall. Dates for other events/book discussions will be announced. The selected book is “Snow in August” by Pete Hamill.

Other

Michelle Meagher of the Arlington Chamber of Commerce has been in contact with Ms. Loud regarding the next breakfast reference seminar to be held at the library on November 17th. Ms. Meagher made a request that the Chamber be allowed to charge participants to cover the cost of mailings and promotional materials for the seminars. The charge would be $10 for members and $15 for non-members. Ms. Deal made a motion to approve the request; seconded by Mr. Castiglioni. Passed with 4 in favor, 2 opposed and 1 abstention.

Adjournment

The meeting was adjourned at 10:05 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will be on **Monday**, September 12th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Board of Trustees - Aug. 17, 2005

- Call to order - the meeting was Called to order @ 7:20PM. attending were trustees Frank Murphy, David Castiglioni, Barbara Muldoon, Katharine Fennelly, Susan Rudelman, ~~and~~ Joyce Radochia & Patricia Deal. Also attending were library director Maryellen Loud and Assistant Director Cynthia Diminture.

- Approval of minutes - the minutes of the June 21st meeting were approved as written on a motion by Ms. Fennelly; seconded by Mr. Murphy. Passed.

- Communications -
  - Phone message from Jack Hurd thanking Trustees & Friends for letter to Friends of Fox group. The group would like to ~~collot~~ collaborate with

Friends of the Robbins for future endeavors. Want to [illegible].
Continue fundraising activities for books, Computers, etc. for Fox Branch.

— Thank-you note from Nancy Gentile about her staff recognition gift.

— Phone message from Jack Hurd regarding Friends of Fox.

— Call from Michelle Meagher (Chamber of Commerce) who wants to discuss a matter with Trustees. Will come up under "other".

- Director's report - Summary for June was distributed (highlights + problems) Trustees advised the director that a bulleted report is sufficient rather than the lengthy text reports. A verbal report was given for July.

phone calls (other avenues for Friends recruitment →

(grocery store book exchange for forms)

July - weeding, Customer Service Grant awarded, new Fox roof, interweaving, Air-Conditioning problems, Metrowest/MLN delivery problems, ongoing elevator problems
Ms. Loud gave a brief explanation of the regional delivery problems.

- A $25,000 Check was received from the Boston Foundation as a bequest from John Hagopian

- Review of FY 06 Admin Goals - Ms. Loud mentioned that the Town Manager encourages the Board to host a major fund-raising event in the Reading Room. Trustees are strategizing about how to proceed and will put the item on the agenda for next month's meeting.

Ms. Loud is working with Patsy Kraemer to do functions in the Reading Room.

Peg Spengler
public service award
Patsy Kraemer

a policy on use of the Reading Room is being worked on by Ms. Loud and the Town Manager. It will be Shown to the Trustee Board when the draft is complete.

\ start here

- Approval of FY06 Trustee Goals - Remove "plan a celebration to mark the 10th anniversary of the library renovation/expansion".

- a Coordinated Calendar of events with Friends is desired. a goal is made to establish this.

3D. Include Friends of the Fox Library with language mentioning Friends of Robbins Library and other individuals/groups. Ms. Fennelly motioned to approve the FY06 goals; 2nded by Ms. Deal. Passed unan.

- Report of FY05 Trust Fund expenditures and approval of FY06 Allocation. Ms. Muldoon distributed spreadsheets for

these. All staff requests for funds were funded.

Ms. Fennelly made a motion to approve trust fund requests

34,980 in the amt of $34,980; seconded by Ms Neal. Passed unan.

— Russell Fund report (FY05) - Mr. Castiglioni made a report to the Committee

$29,758.97 was spent out of an allocation of $29,974.

Russell Fund proposal - a budget

FY06 allocation $40,000 of $40,000 was proposed by the Children's Department.

Ms. Fennelly moved that the $40,000 budget be approved; seconded by Mr. Murphy.

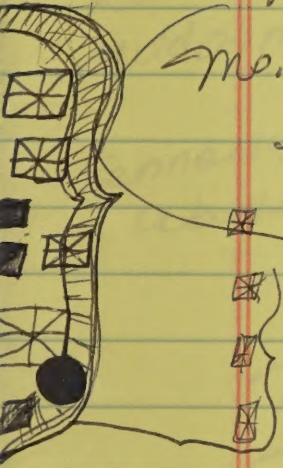
Passed with one opposed

Ms. Muldoon opposed 6 in favor; one opposed.

An addition will be made to the Trustee Calendar in April to discuss the Russell Fund/Trust fund funding.

Russell Fund report for FY04-05.

- Donor Policy - Donor database. Trustees want to have a cumulative database. (we could use old paper records to add there.)
Ms. Fennelly made a motion to approve the policy; 2nded by Mr. Castiglioni. Mr. Murphy, Ms. Muldoon + Ms. Radochia abstaining

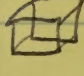


4 in favor; 3 abstentions

- Town Day booth - The Trustee booth will again be staffed

no Joyce this year

Raffle gift Certificate $25



- Author program - late October/ early November

- Community Read - Kick-off event is the Klezmer concert on Tuesday, 8/23.

- Michelle Meagher - Nov. 17th - breakfast seminar - Chamber

of Commerce. Mr. Meagher would like to be able to charge participants- $10 Chamber members
15 non-members

Mr. Neal made a motion to approve; 2nded by Mr. Castiglioni.

Radochia } no
Muldoon }

4 - in favor
2 - opposed (Radochia, Muldoon)

Fennelly - abstention

1 abstention - Fennelly

Meeting adjourned at 10:05 by Mr. Fennelly; next meeting will be Monday, September 12th at 7:15

2nded by Mr. Radochia

Robbins Library Board of Trustees
June 21, 2005

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the May 17th meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Ruderman.

Communications

Thank-you notes were received from staff members Warren Smith and Louise Crosby for the staff recognition gifts presented to them by the Board of Trustees and Friends of the Library.

Directors Report

Ms. Loud announced that Stella Shen is retiring soon after thirty-seven years of service. Trustees asked questions about building repairs for the elevator and HVAC system.

Budget Update

The library budget as recommended by the Finance Committee was approved by Town Meeting. The Fox Branch will be open three days with municipal funding.

Gift Policy

The members of the board had reviewed the latest draft of the gift policy. Discussion ensued re: recognition per giving levels. The Board requested that Ms. Ruderman submit an updated draft to be discussed at the next meeting. Ms. Muldoon will investigate sources of funding for the recognition plaque.

Preliminary Russell Fund Budget

Based on a report of last year's fund activity provided by the Assistant Town Treasurer, Ms. Loud reported that a budget allocation of $30,000 for the next fiscal

year would be guaranteed. The Board approved the preliminary plan as submitted by the Children's Department. Publicity regarding Russell Fund events was discussed, as was the mix of programs that would make the best use of funds and accommodate a wide range of children and young adults. Ms. Ruderman volunteered to disseminate program information electronically.

Community Read

Ms. Loud distributed a list of proposed programs for the Community Read. A booklists for young adults has been completed. A new logo has been created and Barbara Fulchino is planning displays. Banners, buttons and a postcard/bookmark are being created. Ms. Loud is considering seeking some corporate donations to help underwrite the program, but will consult first with Ms. Ruderman.

Author Programs

The program with Lou Gorman was wonderful, as were the two local author panels. A fall author program will be planned. Ms. Deal asked the other trustees to provide suggestions for speakers.

Election of Officers

Ms. Deal and Ms. Muldoon served as the nominating committee. Mr. Murphy, Ms. Muldoon, Ms. Ruderman and Mr. Castiglioni were thanked for their service as officers in FY05. The slate of officers for FY06 are: President – Susan Ruderman, Vice-President – Katharine Fennelly, Trust Fund Liaison – Barbara Muldoon, Russell Fund Liaison – David Castiglioni. The slate was elected on a unanimous vote.

Preliminary Discussion of Administrative/Trustee Goals for FY06

Ms. Loud is examining the activities in the Long Range Plan for what is realistic within the existing budget. Discussion of the trustee goals was tabled until the next meeting.

Friends of the Library Update

Ms. Diminture reported that two membership renewal mailings have taken place. Slightly more than one half of the membership has renewed. New members have been recruited to work on program and membership committees. The Town Day book sale will be held on Saturday, September 17th. A preview sale for Friends' members will take place prior to the public sale. A fundraiser with the Arlington Friends of the Drama will take place in late January.

Other

Ms. Ruderman reported on the status of the 501 (C) (3) application. She has located a lawyer to prepare the filing. Filing fees would be $625 and lawyer fees would be a maximum of $2500. A recognized Massachusetts non-for-profit corporation has to be set up first and then the tax-exempt status can be pursued. Without complication, the process should take approximately six weeks. Ms. Muldoon made a motion; seconded by Ms. Fennelly, to expend up to $3200 from the Farmer Fund for incorporation and formation of a tax-exempt entity. Passed unanimously. Ms. Fennelly made a motion; seconded by Ms. Deal, to expend an additional $500 for the purchase of stationery, to be taken from the Farmer Fund. Passed unanimously. Due to unanticipated expenses at the end of the fiscal year, Ms. Loud asked the Board for an additional allocation for library materials, to meet the materials expenditure requirement for state aid eligibility. Ms. Fennelly made a motion; seconded by Ms. Ruderman, to expend up to $3500 for library materials. The majority of the funds will come from the Mary H. Maguire Fund. Passed unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Ms. Fennelly; seconded by Ms. Ruderman. The next meeting will be held on **Wednesday, August 17th** at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture
Assistant Director

also Maryellen Ford + Cynthia Diminture

Trustees Mtg. - June 21, 2005

- Call to order - The meeting was called to order at 7:15PM Attending were Trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Susan Ruderman, Joyce Radochia, Barbara Muldoon and Frank Murphy.

- Approval of minutes - The mins of the May 17th meeting were approved on a motion by Ms. Fennelly; seconded by Ms. Ruderman.

- Communications

  1. Thank-you note from staffer Warren Smith for his staff recognition gift

  2. Thank-you note from Louise Crosby for her staff recognition gift

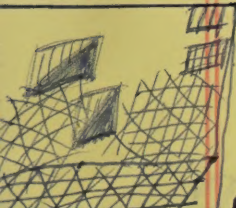
- Director's Report - Stella Shen is retiring as of next week after 37 years of service. Questions were asked about the building problems such as elevators + HVAC.

- Budget Update - Budget passed town meeting. For library will be open 3 days with municipal funding.

- Gift Policy - Trustees had reviewed the latest draft of the gift policy. Discussion ensued re: recognition per giving levels. The Board requested that Ms. Ruderman submit an updated draft to be discussed at the next meeting. Ms. Muldoon will investigate sources of funding for the recognition plaque (honor roll)

Mary-
ellen
elle pass
collection

- preliminary Russell Fund budget - Mr. Castiglioni
Ms. Loud talked to the Ass't. Town Treasurer re: fund activity. Interest is expected to be between $30,000 + 42,000. Ms. Loud requested that we plan for an initial budget of $30,000. Programs for younger children have excellent attendance, which is not true for those directed to older children. Smaller, ex-



pensive workshops reach small (though) enthusiastic numbers. Russell Fund publicity was discussed. Ms. Ruderman volunteered to disseminate this information electronically.

[Jr. Friends - advocacy Group?]

— Community Read - Ms. Loud distributed a list of proposed programs for the Community Read. A YA booklist has been completed, Barbara Fulchino is planning displays and a new logo has been created. A banner, postcard/bookmark + buttons will be made. Ms. Loud is considering seeking some corporate donations to help underwrite the program.

— Author program - the Lou Gorman program was wonderful, as were the local author panels. A fall author program will have to be planned. Ms. Deal asked for suggestions.

— Election of officers - Ms Deal & Ms.

Muldoon served as the nominating Committee. Mr. Murphy, Ms. Muldoon, Ms. Ruderman & Mr. Castiglioni were thanked for their service.

Slate:

President – Susan Ruderman
Vice-President – Katharine Fennelly
Liaison to Russell Fund – David Castiglioni
Trust Fund Coordinator – Barbara Muldoon

The slate was elected on a unanimous vote.

[Next meeting – Wednesday, August 17th]

– Preliminary discussion of ad./Trustee goals for FY06. –
Ms. Hood is examining LRP activities
→ the Trustee goals were tabled until the next mtg.
– Wireless project discussion tabled until the next mtg.

– 501(c)(3) status – Ms. Ruderman

of John Jordan (mart Ell'man)

approached 2 lawyers and made a connection with a colleague who has the expertise to work with the Board on the 501(c)(3) status.

$500 fed
125 state

Filing fees would be
$500 - federal
$125 - state
Lawyers fee - max. of $2500

2500
625
$3,125

Recognized as not-for-profit Corporation has to be set up first and then the tax exempt status can be pursued.

mart Elfman

The entire process may take 6 weeks without complications.

~~Ms. Ruderman volunteered to~~

Ms. Muldoon made a motion to expend up to $3200 from the Farmer Fund for incorporation and formation of tax-exempt entity; 2nded

- Stationery - Ms. Fennelly made a motion; seconded by Ms. Neal, to expend additional $500 for the purchase of library stationery to be taken from the Farmer Fund.

— ~~Ms. Loud explained about needed transfer for the last week of the payroll.~~ due to unanticipated expenses at the end of the FY Ms. Fennelly made a motion; seconded by Ms. Rudeiman; to expend up to $3500 for library materials to meet 13% materials expenditure requirements. The majority of the money will come from the Mary X. Maguire Fund.

Mary X. Maguire fund

The mtg. was adjourned at 9:20 PM on a motion by Ms. Fennelly; seconded by M. Rudeiman. The next mtg. will be on Wed., Aug. 17th

Robbins Library Board of Trustees
May 17, 2005

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the April 11th meeting were approved with one clarification, on a motion by Ms. Ruderman; seconded by Ms. Deal.

Communications

1.Donna Keefe, Russell Fund coordinator, has resigned her position effective June 30th. 2. Gerry Azzata, a reference librarian, has resigned her position effective May 31st. She has worked at the Robbins Library for over six years and is moving out of state. 3. On Sunday, May 22nd at 1PM, there will be a memorial service in the library's Reading Room for Rosalind Kantrowitz. Ms. Kantrowitz was a long-time reference librarian, retiring two years ago. The town manager gave permission for the Kantrowitz family to hold the memorial service at the library.

Gift Policy

A draft policy matrix was distributed showing proposed acknowledgements, recognition and restrictions per giving level. Beginning at the $500 giving level, donors will become members of the Maria Farmer Robbins Circle and will receive a certificate. Discussion took place about gift policy issues still needing clarification: 1. Bequests/bequest intentions (formalizing the planned giving process) 2. Pledges, particularly policy on multi-year pledges 3. Gifts to Fox Branch library 4. Endowments vs. expendables –how to determine the difference if the donor does not specify 5. Donations of toys or other items. The gift policy will be completed and voted on at a future meeting.

501 (c) (3) Status

The town of Arlington, as a municipality, is tax-exempt but does not automatically have 501(c)(3) status as defined by the I.R.S. tax code. The advantages for the library to have its own status: 1. Enables receipt of matching gifts. 2. There is a program pending in the legislature to provide additional funding for libraries that have established foundations. Town Counsel has been approached to prepare the 501(c)(3) application for the library but declined due to potential conflict of interest. Ms. Fennelly made a motion to seek a lawyer to move forward with the creation of the 501(c)(3) status, with a progress report due October 2005; seconded by Ms. Muldoon. Passed unanimously.

Wireless Project

Ms. Ruderman gave some history of this project, which has been under consideration since 2002. She has located a donor willing to provide the necessary equipment to enable wireless Internet access to the public. Installation costs would not be included, but the Board will seek volunteers to provide the labor and expertise. The majority of trustees are in favor of pursuing this project in the upcoming fiscal year at little or no cost.

Author Programs

On Thursday, May 26th, the program with Lou Gorman will take place at Town Hall. Mr. Murphy will introduce the speaker and books will be available for sale and autographing. The two panels of Arlington authors will speak in the library Community Room on June 2nd and June 9th respectively. The Arlington Center for the Arts is the co-sponsor of the program. The authors will be responsible for the sale of their own books.

FY06 Budget Update

Ms. Loud distributed a sheet showing the proposed cuts per town department, as recommended by the Town Manager's office.

Community Read

This will take place during the summer and early fall. The selected title is "Snow in August" by Pete Hamill. Monson and Wilmington have used this title successfully. This book is a multi-layered novel rich with programming ideas.

Ten Favorite Books

Ms. Loud reminded the trustees to submit these soon. There will possibly be a display in the library of patron and staff submissions and a list of the titles.

Review of the 10th Anniversary Celebration

The activities are winding down. The Board expressed appreciation for the work done by Ms. Radochia and Ms. Fennelly throughout the year. Ms. Loud's staff appreciation luncheon will take place on June 6th at the Robbins House. Recognition gifts will be given out at that time.

Appointment of Nominating Committee

Ms. Muldoon and Ms. Deal have agreed to act as the nominating committee and will present a slate of officers at the June meeting.

MLTA Dues Renewal

The membership has not been paid since FY03. Ms. Fennelly made a motion; seconded by Ms. Ruderman to expend up to $150 to enroll all trustees as members. Passed unanimously.

Other

Ms. Ruderman reminded everyone about the business solicitation which should be mailed this month. A small number of new businesses will be added to the donor database. She also brought up the topic of an Internet seller called zazzle.com, a company that can produce sale items (note cards, tee-shirts, etc.) from digital photography of materials from the library's collections such as art prints. This could be considered for a future fundraiser. Ms. Fennelly again raised the issue of maintaining a joint Friends of the Library/Trustee calendar for annual events. This topic will be taken up at a future Friends meeting.

Adjournment

The meeting was adjourned at 9:35PM on a motion by Ms. Fennelly; seconded by Ms. Ruderman. The next meeting will be held on Tuesday, June 21st at 7:15 PM.

Respectfully submitted
Cynthia Diminture
Cynthia Diminture

Trustees meeting - May 17, 2005

- Call to order - The meeting was called to order at 7:15 PM. Attending were Trustees David Castiglioni, Patricia Neal, Barbara Muldoon, Katharine Fennelly, Susan Ruderman, Joyce Radochia and Frank Murphy. Also attending were director Mary-ellen Loud and ass't. Director Cynthia Numiniture.

- Approval of minutes - April 11, 2005 - The minutes were approved with one Clarification, on a motion by Ms. Ruderman; seconded by Ms. Neal.

- Communications
① - Donna Keefe, Russell Fund Coordinator, has resigned effective June 30th.

② Gerry Anzata, Reference Librarian, has resigned her

position; effective May 31ST.

③ There will be a memorial service for Rosalind Kantrowitz on Sun., May 22nd at 1 PM in the Reading Room of the library. Brian Sullivan gave permission for it to take place there.

- Director's Report -

(matrix)

- Gift Policy - a draft chart/policy was distributed explaining amounts of gifts, type of acknowledgements & recognition and well as rules on restrictions. Beginning at $1,000 giving level, participants will become members of Maria Farmer Robbins Circle and will receive a Certificate. Discussion took place about: ① bequests/bequests intentions (formalize planned giving process) ② Pledges (policy on multi-year pledges) ③ Gifts to Fox Branch ④ Endowment vs. expendible - how to determine the difference if the donor does

Friends-program on estate planning.

Not specify. ⑤ Toy donations

- 501(c)(3) Status - The municipality is tax-exempt but not automatically a 501(c)(3) as determined by the IRS Code. Advantages for library to have its own 501(c)(3) status:

① Enables receipt of matching gifts

② Program pending in legislature to provide additional funding for libraries that have a foundation

Town Council had been approached to create this for the library, but declined due to potential "Conflict of interest".

Ms. Fennelly made a motion
10/2005 to move forward with seeking a lawyer for the creation of a 501 c 3 status, with a report due by October 2005; seconded by Ms Muldoon, Passed unanimously.

- Wireless Projects - Ms. Ruderman gave some history of the project. (back to 2002) -

Ms. Ruderman has found a source for payment for the wireless equipment. However, the installation Costs would not be included. The Board would like to ask for volunteers to do the installation.

Ms. ~~Fennelly made a Motion~~ ~~to direct~~ the Consensus of the The majority of the Trustees are to pursue this project in the upcoming fiscal year, with little or no Costs.

- Author programs -

May 26th - program with Lou Gorman at Town Hall. Mr. Murphy will do the introduction. Books will be available for sale.

The Arlington author panels will be held on Thursday, June 2nd & June 9th at the library. The Arlington Center for the Arts will be asked to provide drinks. The authors will be responsible for selling their own books.

- FY06 Budget Update - Ms. Loud distributed a sheet showing the proposed cuts per town department. (This is the version from the Town Manager's office). There is also a version from the Finance Committee.

- Community Read - The selected book is "Snow in August" by Pete Hamill. Monson and Wilmington have used this title successfully. There is potential for programming.

- 10 Favorite Books - Last reminder to submit these. - We might have a display of these.

- Review of the 10th Anniversary Celebration - the activities are winding down. The staff luncheon will take place on Monday, June 6th. The recognition gifts will be given out at that time.

- Appointment of Nominating Committee - Ms. Muldoon and Ms. Neal have agreed to act as

2 3/5
17

the nominating Committee & will present a slate at the next meeting on Tuesday, June 21st. 7:15

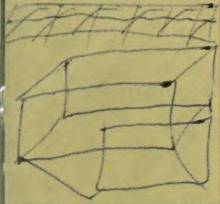
- MLTA Dues renewal - This has not been pd. since FY03. Ms. Fennelly moved to expend up to $150 to enroll all of the Trustees in membership; seconded by Ms. Ruderman. Passed unan.

- other

Ms. Ruderman reminded everyone about the business solicitation which should be sent out this month. A small # of businesses will be added.

Zazzle.com — Company that produces on-demand items in your collection (with just digital photography) for note cards, etc.
tee-shirts, sweatshirts, etc.
These would then be sold via the Internet.

↓



Ms. Fennelly brought up the idea of having a joint Friends/Trustees Calendar. This will be brought up at a future Friends meeting.

Ms. Fennelly made a motion to adjourn at 9:35 PM; seconded by Ms. Ruderman.

Robbins Library Board of Trustees
April 11, 2005

Call to Order

The meeting was called to order at 8:02 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Fennelly was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the March 16th meeting were approved with amendments on a motion by Ms. Ruderman; seconded by Ms. Radochia.

Director's Report

The Friends of Fox group plans to do a solicitation of businesses, as does the Board of Trustees. The trustees discussed their upcoming campaign.

FY06 Budget

The selectmen's meeting tomorrow night will include a discussion of the budgets. Ms. Loud will be available to answer questions. Some trustees will attend as well.

Memorial Recognition

The Board discussed a memorial for Margaret Spengler.

Request from Dallin Committee

Ms. Loud reported that the Dallin Committee may request that the portrait of Vittoria Dallin that is displayed in the Local History Room be loaned to the Cyrus Dallin Museum for a three-six month exhibit of Dallin paintings. The Board deferred a vote until a request is received in writing.

Discussion of Trust Funds and Budget Report

Ms. Muldoon reviewed the trust fund spending to date. Fifty per cent of unrestricted funds have been expended. Categories with funds remaining are: Bindery, Staff Conference/Workshops and Community Read. Forty per cent of restricted funds have been spent. Funds remain in the following areas: Audiobooks, Small Business Books, Local History Books, Reading program giveaway books, Circulating Prints and Robbins Art Fund. In the author program line, $846 has been spent out of an allotment of $3,000. Sixty per cent of private fundraising monies have been spent. Ms. Loud ~~responded~~ stated that most of the under

spent line items have been earmarked for spending by the end of the fiscal year. Unused money from the Staff Development line could be held in reserve for next year when the Public Library Association Conference is scheduled to be held in Boston. As a member of the town's trust fund committee, Ms. Muldoon has been reviewing the history of various library trust funds. Some have restrictions, some had to be appropriated by Town Meeting and some were outright gifts. A question was asked about whether these gift funds could be given to the library as additions to the materials budget to help in qualifying for state aid and certification. They could be used to meet the materials percentage requirement, but could not help in meeting the municipal appropriation requirement for the town. The Board will consider appropriate uses for these funds.

Russell Fund Report

Mr. Castiglioni reported that from a starting balance of $29,974, $22,287 was expended through the end of March. Categories still to be spent down by June 30th are Performers and Coordinator Labor.

Annual Report Flyer

Ms. Loud distributed a revised draft. The completed report will be passed out at Town Meeting.

Author Program

The author program with Christopher Castellani as the featured speaker was very well received. The trustees expressed appreciation to the staff for their assistance with the program. Ms. Loud announced that an author series with Arlington authors has been planned. Two panels with a mixture of fiction and non-fiction authors will speak in the Community Room on Thursday, June 2nd and Thursday, June 9th respectively. The Arlington Center for the Arts will co-sponsor. Mr. Murphy is in the process of arranging an author program with Lou Gorman for late May. The program will be held at Town Hall.

Other

The staff recognition luncheon will take place on Monday, June 6th. Ms. Loud reminded the trustees about the "ten favorite books" project.

Adjournment

The meeting was adjourned at 9:45 PM on a motion by Ms. Radochia; seconded by Ms. Ruderman. The next meeting will be held on Tuesday, May 17th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Minutes - Trustee Meeting - April 11, 2005

8.02 Called to Order —

Approval of Minutes from March 16, 2005 meeting — Ruderman ? Radochia @ (I'll email Trustees)

~~amend~~ to be appraised & take out any reference to going to Dallin Committee

→ An appraisal of Dallin Mentomy Indian plates owned by the Library ~~be undertaken upfrol~~ before any action is taken.

Cindy see me ★

The Board ~~discussed~~ ~~the~~ directed M.S. Lord to obtain

No Communications

No Community Time — the Board ~~revisited the issue of memorial donations~~ • discussed a memorial for Margaret Spengler.

- Directors Report —

- Fox is going to solicit businesses — as is Robbins

★ Trustees discussed the Board's annual business solicitation

Spengler memorial —

speaker series with a committee ~~of~~ - Selectmen etc

one every other or 5 years —

a trustee would be on committee

mer

Will re-word

- Portrait ~~of~~ of Vittoria Dallin — loan to Dallin Museum —

★ find out about security —

★ defer vote until get request in writing

Ms Lord reported ~~that~~ the Dallin Committee may ~~be~~ request ~~interested~~ that the ~~portrait of~~ Vittoria Dallin's ~~which~~ portrait which hangs ~~in &~~ is displayed in the Local History

Room be loaned to the Cyrus Dallin Museum
for three to six months for an exhibit on
Dallin's paintings. The Board deferred a
vote until a request is received in writing.

* Intro for Celtic Music program

Trustees Meeting - April 11, 2005

- Request from Dallin Committee - see Maryellen's notes

- Discussion of Trust Funds & Budget Report

Ms. Muldoon reviewed Trust fund spending thus far:

In 9 mths

50% of unrestricted funds are spent. Areas of lack of spending; Bindery, Community Read, Staff Conferences/Workshops

40% of restricted funds spent. underspent are: audiobooks, small business books, local history books, free books for Childrens, Robbins art fund, Circulating prints

Author program money - $846 has been spent out of $3,000.

Fundraising - 69% spent so far. 1/2 literacy budget has been spent. Easy readers

@ Fot and Children's books under spent

Staff development line money Could be kept in reserve for next year (PLA will be in Boston)

Ms. Muldoon has done some reviewing of the history of various trust funds. Some were outright gifts, some had restrictions, some had to be appropriated by Town Meeting. A question was posed whether these gift funds could be given to the library for the materials budget. This would help meet the 13% materials requirement, but would not be of use to meet the MAR (municipal appropriation requirement which = average of last 3 years X 2.5%)

Unrestricted funds are of widely varying amounts.

The Case bequest ($150,000 and 18,000 = 168,000)

is an outright gift. There are no restrictions and it has been invested along with other funds. The Board members will think about appropriate uses of these funds.

- Russell Fund Report - $29,974 starting $22,287 was spent through end of March.
  Performer Category is not yet spent down as is the Coordinator labor.

- Annual report flyer - a revised draft was distributed. The Completed report will be passed out at Town Meeting.

- Author program - the program with Christopher Castellani was very well received. Trustees expressed appreciation to the staff for their efforts.

June 2nd & 9th - Arlington author series. Co-sponsored by the

Arlington Center for the Arts.

2nd/3rd week in May for Lou Gorman program? Coordinate with a visit by the World Series Championship Trophy. Ms. Loud will check on availability of Town Hall.

Next meeting - Tuesday, May 17th
(19th, or 26th, 24th) for author program?

other

June 6th - staff recognition lunch

other - 10 favorite books - Trustees were reminded to think about this and return their lists.

- Budget - the selectmen's meeting tomorrow night will include a discussion of the budgets. Ms. Loud will be available to answer questions and some trustees will attend as well.

The meeting was adjourned at 9:45 PM on a motion by Ms. Radochia; seconded by Ms. Ruderman.

Robbins Library Board of Trustees
March 16, 2005

Call to Order

The meeting was called to order at 7 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture and Finance Committee liaisons John Deyst and Mary Margaret Franclemont.

Meeting with Finance Committee Liaisons

Finance Committee representatives John Deyst and Mary Margaret Franclemont apprised the Board of the FY06 budget status. The initial library budget, as submitted by the Town Manager, has been approved. "Final" budgets have not yet been received by the Finance Committee. The committee recognizes that the library budget suffered some unexpected expenses in FY05 such as continuing mitigation of the pigeon roosting problem and elevator repairs needed to pass inspection. The FinCom will vote a town budget to go into effect if a planned override passes and an alternate budget to be put in place in case the override fails. Even with a successful override, there is not yet a formula for allocating the monies raised among town department budgets. The liaisons suggested that Ms. Loud and the trustees attend an upcoming meeting to explain the requirements for the library to meet State Aid and remain certified.

Approval of Minutes

The minutes of the February 8th meeting were approved as written on a motion by Ms. Ruderman; seconded by Ms. Radochia. Passed unanimously.

Communications

1. Letter from Elaine Shea to the Board following up on a memorial suggestion regarding Margaret Spengler. This topic will be brought up again for action at a future meeting. 2. Massachusetts Library Trustee Association (MLTA) newsletter 3. Boston Globe editorial regarding Community Reads 4. Flyer about the Massachusetts Library Association (MLA) Annual Library Legislative Day on April 6th 5. Request from Joan Gearin for a new donor plate (chair) in memory of Helena Sullivan. The plate had become damaged, as have several other donor plates. Also, some are missing. Trustees directed Ms. Loud to spend trust funds to replace all of them.

FY06 Budget

To meet State Aid requirements without a waiver, the library budget would need an $89,000 increase to the FY05 budget of $1,580,250. Ms. Loud is exploring several ways to increase town revenues.

Director's Report

The Board expressed dismay at the behavior of book dealers at the recent Friends of the Library book sale. Ms. Loud reminded trustees that they are welcome to join the selection committee for the community read title. The newly redesigned library web site will be live once it is transferred from one hosting company to another (robbinslibrary.org). Trustees gave encouragement regarding staff/patron participation in the Patriots Day parade on April 18th.

Author Programs

The author program with Christopher Castellani will take place on Sunday, April 3rd at 3 PM, with a reading in the Community Room and reception in the Reading Room. Trustees agreed to divide up responsibilities for food, paper goods and flowers. An honorarium of $300 will be offered to the author based on a motion by Ms. Ruderman; seconded by Mr. Murphy. Passed unanimously. The library will also sponsor an Arlington author panel series with co-sponsorship from the Arlington Center for the Arts.

Annual Report Flyer

Ms. Loud distributed a draft of the version that will be given out at Town Meeting. A suggestion was made to put the results of the user survey on the inside and to move the service reductions paragraph to the back cover. Trustees will have time to review the revised draft.

Display Policy for Organizations

Ms. Loud passed out a schedule of groups using the front lobby display table. She posed the question of how frequently each group should be able to mount a display, so that opportunities are given to all groups on an equitable basis. Ms. Ruderman made a motion; seconded by Ms. Radochia, to amend the display policy to limit groups to one booking within a twelve-month period. Passed unanimously.

Robbins Print Fund Allocations

Vicky Slavin requested an allocation from the Robbins Print Fund in the amount of \$575. This would be spent on the purchase of notebooks for the second floor display area (\$75) and 20 hours of personnel time for the continuing inventory and weeding of the collection (\$500). She pointed out that there are funds remaining (approximately \$200) unexpended in the budgets for the purchase and dry cleaning of the canvas bags, which could be used for these purposes. A motion was made by Ms. Ruderman; seconded by Ms. Radochia, to allocate a supplemental amount of \$400 from the Robbins Print Fund. Passed unanimously.

Adjournment

The meeting was adjourned at 9:30 PM on a motion by Ms. Ruderman; seconded by Ms. Fennelly. The next meeting will take place on April 12th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture

Cynthia Diminture

Trustees Meeting - March 16, 2005

Call to order - The meeting was called to order at 7PM. Attending were trustees Joyce Radochia, Barbara Muldoon, Frank Murphy, Susan Ruderman, David Castiglioni and Katharine Fennelly. Patricia Neal was absent. Also attending were library director Maryellen Loud and Ass't. Director Cynthia Diminitue and Finance Committee liaisons John Deept and Mary Margaret Franclemont.

- Meeting with Finance Committee liaisons - The budget as submitted by the Manager initially has been approved by the Finance Committee (1.7 million). The FinCom has not seen a budget with any proposed cuts. The Committee recognizes that there have been some unexpected expenses this year such as the elevator repair to pass inspection and more mitigation of the pigeon roosting problem.

The FinCom will vote a budget to go into effect if the override passes. There will also be an alternate budget to be put in place in case of an override failure. Even if an override passes, there is yet no formula for allocating the 6 million which will be raised. (among town departments)

The manager is slated to send "final" recommended budgets to the Finance Committee next week, March 21st. The liaisons suggested that Ms. Loud and Trustees attend an upcoming mtg of the FinCom to explain the requirements for meeting State Aid. (and Certification)

(The Trustees will provide the FinCom with an "impact" version of the budget explaining what it would take to remain certified and meet state aid requirements)

- Approval of minutes – The minutes of the Feb. 8th meeting were approved as written on a

Motion by Ms. Rudeiman; 2nded by Ms. Radochia. Passed.

- Communications

1. Letter from Elaine Shea following up on a memorial suggestion re: Margaret Spengler. This will be continued until the next meeting (action item)

2. Newsletter MLTA
3. Editorial Boston Globe re: Community Reads
4. Request from Joan Gearin for a new donor plate (for a chair) in memory of Helena Sullivan. Ms. Loud told the Board that several plates have become damaged or missing, so she was directed
5. Flyer re: MLA Annual Library Legislative Day on April 6th

to spend funds to replace them all.

- FY2006 Budget - To meet State Aid, we would need an $89,000 increase over the FY05 budget of $1,580,250 (without needing a waiver)

($1,670). A working group will be composed to gather supporting materials to distribute to Fin Com.

The town manager asked dept. heads to think of ways to raise revenues. One idea is to rent out the Reading Room for functions another is to install parking meters. There was also discussion about charging some groups for meeting room space.

Director's Report - The Board expressed its dismay at the behavior of dealers at the Friends book sale.

Selection Committee for Community Read book - Ms. Loud reminded Trustees that they could join the Committee.

- Web site is ready for unveiling after a transfer from one web host to another.

- Patriots Day parade - Trustees are encouraging about this. (April 17th)

-5-

-author programs-

Chris Castellani -
program- Community Room
reception- Reading Room

Trustees were asked to sign up to provide refreshments.

$300- honorarium

Joyce - will get paper goods and coordinate the baked goods
Kathy - punch
Barbara - Coffee, tea
David - fruit
Pat - Cheese/Crackers, flowers

Arlington author program - Center for the arts will co-sponsor.

Lou Gorman - one pitch to glory - 3rd/4th week in May - author program

Ms. ~~Muldoon~~ Rudelman made a motion ~~that authors be~~ to offer Mr. Castellani an honorarium of $300; 2nd ed by Mr. Murphy. Passed unan.

-Annual Report Flyer - Ms. Pond distributed a draft of the short version.

a suggestion was made to put the results of the survey on the inside and move the service reductions (challenges) to the back. It will be given out at town meeting (end of April). Trustees will have time to review.

- Display policy for organizations - Ms. Loud passed out a list of groups scheduled to use the front lobby display table. She posed the question of how frequently each group could mount a display (so that each group has a more equitable opportunity) Ms. Ruderman moved to ammend the display policy to limit groups to one booking within a 12

- Robbins Print Fund allocations Vicky Slavin proposed spending from the print fund ($575)
  $75 - notebooks - 2nd fl. display area
  $500 - 20 hrs - Cont. of inventory

+ weeding of the Collection. She pointed out that there are $200 in funds remaining unexpended (dry cleaning of canvas bags) A motion was made to allocate $400 from the Robbins Fund; by Ms. Ruderman, 2nded by Ms. Radochia.

other

A Menotomy Indian printed China plate has been given to the library. Jennifer Dekerner wondered whether we should give it to the Dallin museum. ~~[Ms Ruderman moved to transfer the plate from the Robbins Library to the Dallin Museum on loan, after an appraisal.]~~ withdrawn motion. An appraisal will be obtained before any further action is taken.

for next mtg. - wireless

Next meeting - 4/12 7:15PM

May meeting - TBA - not reg. night because of MLA

adj. - at 9:30 PM - Ms. Ruderman; 2nded Ms Fennelly

Robbins Library Board of Trustees
February 8, 2005

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the January 11th meeting were approved with amendments on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

Ms. Loud shared with the Board the contents of a letter from the Massachusetts Board of Library Commissioners notifying her that the library had been awarded a waiver of the State Aid requirements and would be receiving an award of state aid in the amount of $52,643.

Director's Report

Questions were raised about problems with PCs for the public, the front door project and the proposed FY06 installation of CybraryN, a time-management and queuing system for public computers.

Internet Policy

Ms. Ruderman did a second review of the policy. Mr. Murphy raised questions about the use of the terms "children" and "minors". The language regarding documentation of Internet abuses was discussed. Ms. Fennelly made a motion; seconded by Ms. Radochia, to accept the policy as amended. Passed unanimously.

FY06 Budget

Ms. Loud distributed a spreadsheet showing possible budget reductions by priority order as well as supporting charts depicting library hours of operation and municipal funding over several years. She explained her method of determining the priority order, in accordance with trustee goals/priorities formulated during the last budget cutting period. The Board suggested that Ms. Loud add another column to the spreadsheet detailing the

impact of each proposed reduction. After much discussion, the trustees decided to forward to the Town Manager their prioritized list of reductions, with an explanatory memo.

Annual Report for the Public

Ms. Loud distributed a copy of last year's report for review. This is the version of the annual report that is given to town meeting members and made available within the library. A suggestion was made to replace the chart on the reverse side with some statistics from the Long Range Plan and user satisfaction survey. Ms. Loud will bring a draft to the March meeting.

Fundraising

To date, $18,593 has been received in response to the initial and follow-up solicitations of the existing donor database. The solicitation of new donors brought in contributions from twelve donors. A solicitation of businesses will be undertaken in April.

Staff Recognition

The awards will be given out at the June staff appreciation luncheon. Ms. Deal and Ms. Loud will finalize choices and order the gifts.

Author Program

The author program with Christopher Castellani will take place on Sunday, April 3rd in the afternoon. The author talk will take place in the lower level Community Room and the reception will be set up in the Reading Room on the first floor. Copies of his book, "A Kiss from Maddalena" will be available for purchase. This book was the winner of the Massachusetts Book Award for Fiction.

Friends of the Library

Ms. Diminture updated the Board on the status of the Friends of the Library activities. The "Cabin Fever" book sale will take place on Friday, February 25th and Saturday, February 26th, with a Friends' preview sale on Thursday, February 24th. An evening of Celtic music with the duo of Tara's Thistle will be offered on Thursday, April 14th. April will also be Friends membership month and a new president will be elected. A fundraising event will be planned for later this year.

Trust Funds

Ms. Loud suggested holding some week-end sing-a-longs to accommodate parents who work during the week. The funding for this could come from unused money in the "Sign

Language Interpreters" line of the trust funds budget. Ms. Loud also requested that the trustees consider the purchase of additional brackets to accommodate more banners on the light poles on Massachusetts Avenue during the month of April and for future public relations events. Ms. Ruderman suggested linking with a funding partner, such as the Chamber of Commerce.

Additional Circulating Print Bin

Ms. Loud apprised the trustees of the need for an additional bin to house the growing circulating print collection. Ms. Muldoon moved to appropriate up to $825 to supplement $175 already available, to purchase a bin, with the funds to come from the Robbins Print Fund; seconded by Ms. Fennelly. Approved unanimously.

Other

Ms. Ruderman reported on the American Library Association Advocacy Workshop that she and Ms. Loud attended. There was a good discussion of lobbying efforts.

Adjournment

The meeting was adjourned at 9:45 PM on a motion by Ms. Muldoon; seconded by Mr. Murphy. The next meeting will take place on March 8th at 7:15 PM.

Respectfully submitted,
Cynthia Diminture
Cynthia Diminture

Trustees Mtg. - February 8, 2005

also Present were Library director Mary-Ellen Ford & Ass't. Director Cynthia Dimentur

- Call to order - the meeting was Called to order @ 7:15PM. attending were trustees Patricia Neal, Frank Murphy, Barbara Muldoon Katharine Finnelly, Joyce Radocchia and Susan Ruckerman. David Castiglioni was absent.
- Approval of minutes - the minutes of the January 11th meeting were approved, with ~~Corrections~~ ammendments on a motion by Ms. Fennelly; 2nded by Ms. Radocchia.

- Communications - A Letter was received from the Board of Library Commissioners notifying the Director and Trustees about the receipt of a State aid Waiver and State aid award in the amount of $52,643.

$52,643

- Directors Report - questions were raised about the operational of Cybrary, PC problemes, doors

appt
appointment- waiver
process

- Internet Policy - a second review of the policy was done by Ms. Riederman. Mr. Murphy raised questions about the use of the terms "Children" and "minors". Language regarding documentation of Internet abuses were discussed. Ms Fennelly moved to accept the Internet Policy as ammended. Passed unanimously.

- Budget (FY 06) — Ms. Laud distributed a memo, a spreadsheet showing recommended reductions by priority and charts depicting hours of operation and municipal materials budget over many years. She explained the rationale for the recommendations and order of priority and tied them back to the Trustee goals/priorities formulated during the last budget cutting period.

The Trustees suggested a re-ordered list of priorities.

MAR - municipal approp. requirement - waiver process

Fox closing
10?% reduction to materials budget
pages
computers
more materials (up to 40% total)
Closed hours

Ms. Lord will add another Column to the budget Cut spreadsheet, explicitly detailing the impacts of each proposed Cut. This will be sent to the Town Manager as the Trustee's recommendation.

- annual Report for the public - Ms. Lord distributed a Copy of last year's report. This is the Copy that is delivered to town meeting members. A suggestion was made to replace the Chart on the reverse with some numbers from the LRP and the user survey. Ms. Lord will bring a draft to the March mtg.

- Fundraising - $18,593 has been

received from the first and re-
12 minder mailings to the exist-
ing donor database. (includes
a $750 pledge). The database
of new donors brought in
april contributions from 12 donors.
The business solicitation
will be done in April.

- Staff Recognition - the awards will be given out at the June staff appreciation luncheon. Ms. Deal and Ms. Lord will finalize the choice of gifts.

- Author program - the program will take place on Sunday, 4/3 with Christopher Castellani. The author speech will be in the Community Room and the refreshments will be set up in the Reading Room. Copies of the book will be available for sale.

- Friends of the Library Update - Ms. Deminture updated the Board on the status of Friends activities

(see insert)

- Stationery -

Funding - partners
Chamber of Commerce

Trust Funds - Ms. Lord suggested holding some week-end sing-a-long ~~problems~~ programs, using unused funds from the Sign Language interpretation line of the Russell Fund.

Robbins Print Fund
$1,000
$825

- Additional Circulating Print Bin
Ms. Muldoon moved to appropriate up to $825 to supplement $175 already available, to purchase a bin; seconded by Ms. Fennelly. Approved unan.

- Ms. Ruderman reported on the ALA Advocacy Workshop that she & Ms. Lord attended. There was a good discussion of lobbying efforts

Next meeting - Tues., March 8th

- Ms. Muldoon - motion to adjourn at 9,45

Robbins Library Board of Trustees
January 11, 2005

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Frank Murphy was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the December 14th meeting were approved with minor corrections on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

The library is in receipt of a $500 grant from Harvard Pilgrim Health Care to purchase health-related materials. Arlington resident Anne Carlisle facilitated the grant process. Thank-you notes will be sent to Harvard Pilgrim and Ms. Carlisle. The Massachusetts Board of Library Commissioners notified Ms. Loud that the library's Long Range Plan for 2006-2008 has been accepted. The Board intends to place the plan on their web site as a model policy.

Director's Report

Several items were discussed including patron problems and the front door project.

Approval of Annual Report

Ms. Ruderman led the trustees in complimenting Ms. Loud on the well-written and comprehensive annual report. Minor changes in wording and syntax were discussed. Trustees wanted to stress that repeated years of under funding will have a deleterious effect on the foundation of library operations. Ms. Fennelly made a motion; seconded by Ms. Ruderman to accept the 2004 annual report. Passed unanimously.

FY06 Budget Update

A preliminary budget has been sent to the Selectmen. Ms. Loud will find out if there are plans for the library's Finance Committee liaisons to attend the February trustee meeting.

Fundraising

Approximately $17,000 has been received thus far from the December solicitation. A follow up reminder postcard will be sent in late January. Ms. Ruderman will explore other potential donor pools, such as town meeting members. Additional library stationery must be ordered and Ms. Loud suggested that the trust funds share the cost with the municipal budget, since stationery is used for trustee fundraising campaigns. Ms. Muldoon believes that this can be accomplished with unused trust fund amounts. The Board supported this idea and will decide upon an amount of money at the next meeting.

Mid-Year Report of the the Trust Fund Liaison

Ms. Muldoon reviewed the trust fund spending to date. Spending has just begun in many areas of the budget. Ms. Muldoon attended the first meeting of the town's Trust Fund Policy Committee. The stated purpose of each town trust fund is being examined. The committee will meet again in April.

Mid-Year Report of the Russell Fund Liaison

Spending appears to be on track, with 54% of the budget spent to date. Materials has been the largest category of expenditures.

Mid-Year Evaluation of Trustee and Administrative Goals

Progress of the trustee and administration goals was reviewed. Most have been completed or are on schedule.

Author Program

Christopher Castellani will speak on either March 20th or April 3rd. The author subcommittee of the trustee board will meet with Ms. Loud regarding the possibility of hosting a local author panel. A display of works by local authors could be set up in conjunction with such a program.

Memorial Recognition

Ms. Loud has discussed this issue with the liaison to the town's Memorial Committee. This group decides on the appropriateness of memorializing a particular person but is not involved with the specifics of the memorial. The Board of Selectmen and the Town Manager are the appropriate persons to make such decisions. The trustees re-visited a request by Elaine Shea to name the library

addition as a memorial tribute. It was the majority opinion of the Board to deny this request, but to explore the possibility of establishing a lecture series instead. The trustees agreed that the Board Chair, Mr. Murphy, should communicate the response to Ms. Shea.

Internet Acceptable Use Policy

A motion by Ms. Fennelly; seconded by Ms. Deal, to accept the revised policy was tabled due to a consensus of the Board that further discussion is needed. It will be an agenda item for the February meeting.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Fennelly; seconded by Ms.Ruderman. The next meeting will take place on February 8th at 7:15 PM. A trustee photo will be taken for inclusion in the town's annual report.

Respectfully submitted,

Cynthia Diminture

Robbins Library Board of Trustees
January 11, 2005

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Frank Murphy was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the December 14th meeting were approved with minor corrections on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

The library is in receipt of a $500 grant from Harvard Pilgrim Health Care to purchase health-related materials. Arlington resident Anne Carlisle facilitated the grant process. Thank-you notes will be sent to Harvard Pilgrim and Ms. Carlisle. The Massachusetts Board of Library Commissioners notified Ms. Loud that the library's Long Range Plan for 2006-2008 has been accepted. The Board intends to place the plan on their web site as a model policy.

Director's Report

Several items were discussed including patron problems and the front door project.

Approval of Annual Report

Ms. Ruderman led the trustees in complimenting Ms. Loud on the well-written and comprehensive annual report. Minor changes in wording and syntax were discussed. Trustees wanted to stress that repeated years of under funding will have a deleterious effect on the foundation of library operations. Ms. Fennelly made a motion; seconded by Ms. Ruderman to accept the 2004 annual report. Passed unanimously.

FY06 Budget Update

A preliminary budget has been sent to the Selectmen. Ms. Loud will find out if there are plans for the library's Finance Committee liaisons to attend the February trustee meeting.

Fundraising

Approximately $17,000 has been received thus far from the December solicitation. A follow up reminder postcard will be sent in late January. Ms. Ruderman will explore other potential donor pools, such as town meeting members. Additional library stationery must be ordered and Ms. Loud suggested that the trust funds share the cost with the municipal budget, since stationery is used for trustee fundraising campaigns. Ms. Muldoon believes that this can be accomplished with unused trust fund amounts. The Board supported this idea and will decide upon an amount of money at the next meeting.

Mid-Year Report of the the Trust Fund Liaison

Ms. Muldoon reviewed the trust fund spending to date. There are amounts of money remaining in children's services, audiocassettes and public relations materials. Ms. Muldoon attended the first meeting of the town's Trust Fund Policy Committee. The stated purpose of each town trust fund is being examined. The committee will meet again in April.

Mid-Year Report of the Russell Fund Liaison

Spending appears to be on track, with 54% of the budget spent to date. Materials has been the largest category of expenditures.

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Progress of the trustee and administration goals was reviewed. Most have been completed or are on schedule.

Author Program

Christopher Castellani will speak on either March 20th or April 3rd. The author subcommittee of the trustee board will meet with Ms. Loud regarding the possibility of hosting a local author panel. A display of works by local authors could be set up in conjunction with such a program.

Memorial Recognition

Ms. Loud has discussed this issue with the liaison to the town's Memorial Committee. This group decides on the appropriateness of memorializing a particular person but is not involved with the specifics of the memorial. The Board of Selectmen and the Town Manager are the appropriate persons to make such

decisions. The trustees re-visited a request by Elaine Shea to name the library addition as a memorial tribute. It was the consensus of the Board to deny this request, but to explore the possibility of establishing a lecture series instead. The trustees agreed that the Board Chair, Mr. Murphy, should communicate the response to Ms. Shea.

Internet Acceptable Use Policy

A motion by Ms. Fennelly; seconded by Ms. Deal, to accept the revised policy was tabled due to a consensus of the Board that further discussion is needed. It will be an agenda item for the February meeting.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Fennelly; seconded by Ms.Ruderman. The next meeting will take place on February 8th at 7:15 PM. A trustee photo will be taken for inclusion in the town's annual report.

Respectfully submitted,

Cynthia Diminture

Trustees Meeting - Jan. 11, 2005

- Call to order - The meeting was called to order at 7:20 PM. Attending were Trustees Patricia Deal, Barbara Muldoon, Joyce Radochia, Susan Ruderman, David Castiglioni and Katharine Fennelly. Frank Murphy was absent.

- Approval of minutes - Ms. Fennelly moved to approve the Dec. 14th minutes; 2nded by Ms Radochia. as corrected. Passed unanimously.

- Communications -

$500 grant from Harvard/Pilgrim Health Care for health materials - was received facilitated by resident Anne Carlisle. Thank-yous will be sent to HCHP and to Ms Carlisle.

MBLC accepted the Long Range Plan and requested placement on the web site as a model policy.

MLTA Update - Ms. Lord reminded Trustees about renewals for this. An institutional membership will be received. Copies will be →

made for each Trustee.

-Director's report - Doors and patron problems were highlighted. Fox Fundraising efforts were mentioned.

-Approval of Annual Report - Ms. Fennelly moved acceptance of the 2004 annual report, seconded by Ms. Ruderman. passed unan. Changes in wording & syntax were discussed. Trustees were very complimentary of the work done by Ms. Lord in its preparation. Trustees wanted to stress that repeated years of underfunding will have a cumulative, deliterious effect upon the library.

-FY06 Budget update - A preliminary budget has gone to the Board of Selectmen. Personnel increases were removed, but step raises and longevity were included. Ms. Lord will be in contact with the liaisons from the Finance Committee.

-Fundraising - Approx. $17,000 has been raised thus far. A follow

up postcard will be sent to the non-respondees from the original solicitation. Next year, town meeting members should be solicited. Ms. Ruderman will also explore other potential donor sources.

Stationery - a new order must be done. Since much of this is used for fundraising activities, Ms. Lord requested some trust fund to defray this cost. Ms. Muldoon believes that this can be done through unused trust fund line items. The trustees supported this idea and will discuss monetary amounts at the next meeting.

- Mid-year report of the Trust Fund liaison - Ms. Muldoon reviewed the mid-year spending. There are amts. of money remaining in Children's services, audio Cassettes, public relations materials. Ms. Muldoon attended the 1st meeting of the town's trust fund policy Committee. The stated purposes of each trust fund are being examined.

The Committee will meet again in April.

- Mid-year report of the Russell Fund liaison - 54% of the budget has been expended thus far with materials being the largest category of expenditures. Spending appears to be on track thus far.

- Mid-year evaluation of Trustee + administrative goals -
  Trustees:
  administrative -

The exec. summary of the annual report and the results of the user satisfaction survey will be presented at the next meeting, with some graphs/charts.

- Author program - Christopher Castellani will speak on either Sunday,
april 3rd or March 20th. The author sub-Committee will meet regarding an author panel. A display of Arlington authors' works will be done.

Ms Loud will arrange

- Memorial recognition – Ms. Loud discussed the issue with the ad. asst. for the Board of Selectmen. The liaison, Jack Hurd, talked to Ms. Loud in response. The Memorial Committee decides on the appropriateness of memorializing a particular person, but they do not decide the specifics of the memorial. He gave Ms. Loud some history of requests for memorials.

{ The sense of the Board is *not* to name the new wing of the building for Margaret Spengler. Ms. Loud will discuss with Mr. Murphy a response to Elaine Shea

Bard ~~[illegible]~~ agreed that Mr. Murphy should respond to Ms. Shea

Bard discussed the request of Elaine Shea to name the addition as a memorial

- Internet acceptable use policy – The revised policy was moved for acceptance by Ms. Fennelly; seconded by Ms. ~~[illegible]~~ Neal. Discussion ensued but the trustees felt that more discussion is needed. It will be put on the beginning of next month's agenda. Ms. Fennelly moved to table this.

Consensus of board that this is not a [illegible] matter

- other – Motion to adjourn by Ms. Fennelly; seconded by Ms.

Ruderman:

Feb. 8th - Trustee photo plus mtg. with the Trust Fund liaisons.

kimfreddy@
gmail.com

Kim